

# City of Dublin Preschool Program

*"Where learning is fun"*



## Parent Handbook



# Welcome



Welcome to the Dublin Preschool Program! Our preschool program is one of the many enriching programs available through the City of Dublin's Parks and Community Services Department. The City of Dublin's Preschools reflect the belief that children are active, hands-on learners. Children in our program are actively involved in meeting new friends and discovering the world around them. We will foster social and emotional skills and establish a foundation of academic success.

We are delighted that your child is part of our preschool family! We look forward to getting to know each child as we grow together this year. Our classes will provide each child with a safe, nurturing, engaging, and loving learning environment. Our curriculum is thematically oriented with hands-on projects. Our literacy component encompasses each special theme. In addition, we will develop real meaning and understanding of the environment and the world around the students through playful participation. Our preschools strive to make each day enjoyable for both you and your child. We will instill enthusiasm and love of learning that will serve as a strong educational foundation for years to come.

We all are excited for this school year and to share these experiences with your child and your family. If you have anything you would like to discuss, please feel free to contact us at (925) 883-6645 or send us an email at [dublinpreschools@dublin.ca.gov](mailto:dublinpreschools@dublin.ca.gov).

Sincerely,

City of Dublin's Preschool Staff



# City of Dublin PRESCHOOL PROGRAM INFORMATION

## ADDRESS

Shannon Community Center  
11600 Shannon Avenue  
Dublin, California 94568  
Phone: (925) 833-6645

## EMAIL

[dublinpreschools@dublin.ca.gov](mailto:dublinpreschools@dublin.ca.gov)

## Website

[www.dublin.ca.gov](http://www.dublin.ca.gov)

## Online Recreation Guide and Registration

[www.DublinRecGuide.com](http://www.DublinRecGuide.com)

## SESSIONS

Dublin Preschools operate on three, eleven-week sessions. The dates for the current school year can be found on our City of Dublin website: [www.dublin.ca.gov](http://www.dublin.ca.gov).

We make every effort to schedule holidays and vacations to coincide with the Dublin Unified School District's calendar. Each eleven-week session requires separate registration. Children that are currently enrolled in the program are given priority registration to remain in the same class for the following session. However, space in the program is not guaranteed once the specified priority registration period has passed. Open Enrollment begins immediately following priority registration. We encourage you to take advantage of the opportunity to register early to continue your space in the program.

## PROGRAMS AND CURRICULUM

"Curriculum" is a term used to describe all the components or elements used in our early education programs. The City of Dublin's Preschool curriculum encompasses enhanced social and emotional development through directed activities, play and exploration centers, outdoor and indoor physical development, thematic activities, instructional materials, music, language, and more. Class activities for all programs are centered on developing Social/Emotional Skills, Language/Literacy and Communication, Mathematics, Science, Creative Arts and Physical Development, and Health within a core of play-based activities: circle time, sharing, art & crafts, games, music, and free play (inside and outside). Our day includes the freedom to explore and build on social development. We also gather in both small and large groups and promote activities that provide the opportunity for individual attention.

### **3-Year-Olds:**

This is an introductory program to all areas of social, emotional, cognitive, fine motor, gross motor, and sensory development. Our 3-year-old program is a thematic play-based program with academic components. The class is offered in two or three day per week options and is designed for 3-year-olds who are completely responsible for their own toileting needs without diapers, pull-ups, or disposable underwear of any kind. Each class day is two and a half hours in length. Children must be 3 by December 1st of the current school year to participate in the 3's preschool class.

### **4-Year-Olds:**

This is a kindergarten readiness program that enhances social, emotional, cognitive, fine motor, gross motor, and sensory development. Our 4-year-old program is also a thematic play-based program with an academic component. The class is offered four days per week and is designed for 4-year-old children who are completely responsible for their own toileting needs without diapers, pull-ups, or disposable underwear of any kind. Each class day is three hours in length. Children must be 4 by December 1st of the current school year to participate in the 4's preschool class.

### **AGE ELIGIBILITY REQUIREMENTS**

- 3-year-olds - Must be 3 years of age and have not turned 4 by December 1st of the current preschool year.
- 4-year-olds - Must be 4 years of age and have not turned 5 by December 1st of the current preschool year.

(Age Eligibility Requirements are the same for all three sessions).

### **PROGRAM HOURS**

- **3-Year-Old Morning Classes**  
Monday, Wednesday & Friday classes run 9:00 AM – 11:30 AM  
Tuesday & Thursday classes run 9:00 AM – 11:30 AM
- **4-Year-Old Morning Classes**  
Monday through Thursday class runs 9:00 AM – 12:00 PM

### **REGISTRATION / REQUIRED STUDENT FILE DOCUMENTS**

Registration and payment for Session I can be completed online at [www.DublinRecGuide.com](http://www.DublinRecGuide.com), or in person at the Shannon Community Center, 11600 Shannon Avenue, Dublin, CA 94568. Priority Registration payment for Session II and III will be available online or can be submitted in person to the Shannon Community Center. For assistance, please contact our office at 925-833-6645.

The following documentation is required and must be completed and uploaded to ePACT prior to the student attending our preschool program:

- Emergency Information Form
- Allergy Action Plan (if applicable)
- Copy of Birth Certificate (Not necessary for returning students)
- Copy of Current Immunizations
- Proof of Residency (for Dublin residents)
- Materials Usage Form
- Walking Excursion Permission Slip
- Signed Parent Handbook Acknowledgment

## **WITHDRAWAL**

The Recreation Supervisor may withdraw a child from the preschool program if it is determined that the services provided do not meet the needs of the child. Cause for the Recreation Supervisor to withdraw include, but are not limited to:

- A child having physical, emotional, behavioral, or psychological disorders that are beyond the capabilities and/or expertise of the teaching staff as determined by the Recreation Supervisor.
- Parent(s) or guardian in disagreement, or non-support, of the preschool's philosophy of education, discipline, and/or policies and procedures.
- Family members and adults acting on their child's behalf who exhibit behavior endangering the children, other families, or staff.

Any fees associated with withdrawals will be returned on a weekly, pro-rated basis, less a \$5 processing fee.

## **WITHDRAWAL AND REFUNDS**

Activity Withdrawals and Refunds can be done online, if requested more than (7) seven business days prior to the activity start date

### **To request a withdrawal or refund online:**

- Login to your account at [www.dublinrecguide.com](http://www.dublinrecguide.com)
- Click the link to view your account, Current Registrations List, and click the Withdraw button on the activity you are wishing to refund.
- If the refund is requested up to (7) seven business days prior to the activity start date, the full registration fee will be refunded, minus a 10-cent processing fee. Refunds will be issued to the credit card used to purchase the activity: please note you must choose credit refund, or it will be refunded to your Dublin Rec Guide account.
- If the withdrawal is requested less than (7) seven days before the activity start date, you can still request a refund via e-mail, if requested up to four (4) business days prior to the activity start date.

### **To request a withdrawal or refund via email:**

- E-mail [parksandcommunityservices@dublin.ca.gov](mailto:parksandcommunityservices@dublin.ca.gov) to request withdrawal from an activity:
- If the withdrawal is requested up to four (4) business days prior to the activity start date, the full registration fee will be refunded, minus a \$5 processing fee. Refunds are issued in the same manner as the original form of payment, unless they transfer in the system more than once, a check must be issued. Refunds can take up to 30 days to receive.
- If the withdrawal is requested via e-mail less than four (4) business days before the activity start date, the activity fee will be forfeited, and no refund will be issued.

## **PARENT PARTICIPATION**

The City of Dublin's preschool program welcomes and encourages parent involvement! Having our parents in the classroom:

- Provides a special opportunity for you to be directly involved in your child's preschool experience and adds to the nurturing and individual attention we can offer students.
- Provides additional supervision allowing scheduled activities to stay on track.
- Please notify your teacher once you have completed your live scan with the Dublin Police Department.

## **LIVE SCAN AND BACKGROUND CLEARANCES**

Upon receiving your live scan clearance from your teacher, the sign-up calendars for parent participation are available daily in each classroom on the parent board. Parents may substitute help by using other family members (i.e. grandparents, aunts, uncles, etc.) or other parents. ALL ADULT PARTICIPANTS MUST BE FINGERPRINTED AND HAVE A FEDERAL BACKGROUND CHECK CLEARANCE PRIOR TO PARTICIPATING IN THE CLASSROOM. This service is provided at no charge by the City of Dublin's Police Department. Appointments must be scheduled in advance for this service by calling 925-833-6670. Live Scan files will remain open only while the adult is currently active in our program. Once a student is withdrawn, all pertaining Live Scan and background information will be closed.

## **PARKING**

The Dublin Preschool Program procedures require that you always park your car in a designated space and walk your child up to the preschool and into their classroom unless we are using the curbside drop-off and pick-up system. This happens only on days when there are other activities taking place at the Community Center that leave little or no parking for parents. There is no parking allowed beside or behind the Shannon Community Center. Never ever leave siblings unattended in the car or in the parking lot when dropping off or picking up your child. Please do not use Electric Vehicle charging station spaces for drop-off and pick-up unless you are charging your vehicle.

## **NO CELL PHONE ZONE**

As a courtesy to the staff, other preschool families, and for the safety of all, we request that you refrain from using your cell phone upon entering or exiting both of our preschool parking lots and at all times within the classroom.

## **SIBLING PARTICIPATION**

Unless enrolled as a student, we are unable to accommodate siblings in our classrooms or on our fieldtrips or school outings at any time (please note this includes infant siblings). This is to ensure the safety and well-being of each of our students. Please be considerate and always make other arrangements for siblings when participating in our program or on fieldtrips.

## **PARENT COMMUNICATION**

To ensure that you and your child have a great preschool experience, it is imperative that communication between school/teacher and home always remain open. We will be intentional about communicating with you through weekly e-mails from your teacher, and your child's cubby where we will place information related to your child. As a reminder, please take time to carefully read everything we give you as each document has its own importance.

We value the ongoing communication between parents and teachers. It is beneficial to the children for parents to explain to staff about events occurring at home that may influence changes in a child's behavior at preschool. Please feel free to ask for time to talk with your child's teacher. It is our hope that quality care and clear communication with parents will provide children with the best opportunities for success. We will continue to do our very best to make time for all families who wish to speak with us.

Although we do not hold formal parent-teacher conferences, please know that our staff is always available to discuss any questions, concerns, or issues you would like to address. Please talk to your child's teacher for scheduling.

## **SIGN-IN / SIGN-OUT AND RELEASE PROCEDURES**

An adult must walk your child to and from the classroom. If you are unable to escort your child to the room, please plan for another adult to accompany him/her. All students are required to be signed out by an adult, 18 years of age or older, listed on their emergency form each day at the end of program. A personal quick response code (QR code) will be required for the sign-out process. Please access your unique QR code from your ePACT account by logging into [www.epactnetwork.com](http://www.epactnetwork.com) on your web browser (not a phone app). You will find the 'Family App' button in the top right corner and press it to reveal a black QR code. Press the black QR code to reveal the blue one. That is what you will present to the City Staff. Every adult authorized will have their own QR code.

Your child will not be released until one of the City Staff sees and can verify whoever is picking him/her up. To ensure orderly dismissal, your child will be called by staff for dismissal as you wait quietly by the entrance. Please try to resist temptation to call your own child and remember not to leave your child or other children unattended in the classroom or outside the building. Your child will be released only to those who have the updated QR code. If an adult is unknown to the staff on duty, we will ask for proof of identification in the form of a valid driver's license. You must be 18 years of age or older to sign out any student.

## **LATE ARRIVAL AND PICK-UP**

Please make every effort to deliver and pick up your child on time. Late/early arrivals and pick-ups make it extremely difficult to maintain our schedule and can disrupt the program. Please call 925-883-6645 immediately if a situation arises and you may be late to pick up your child.

Additionally, please help your children be aware that activities may already be occurring or completed as they arrive/depart so that they will be comfortable entering or leaving the classroom. Parents picking up more than 10 minutes after class has ended will be charged a flat rate of \$10 plus a fee of \$1 per minute for every minute, they are picked up late. This is due payable to the City of Dublin prior to the next class.

## **REDIRECTION AND DISCIPLINE**

Staff will work with students to encourage them to make good choices and will provide appropriate reminders of the rules when needed. Sometimes, students need time away from the other children to re-focus and think about their behavior. If a child is unresponsive to redirection and continues to misbehave or acts aggressively towards other participants, they will receive a Behavior Report. This is a formal document to make parents aware that an incident has occurred, and parent will sign. It will also let parents know that staff needs assistance to encourage and reinforce positive involvement.

## **STUDENT DRESS CODE**

Please send your child to preschool in comfortable, weather-appropriate clothing, which is washable (play clothes). The children will be busy learning and playing, and sometimes those activities can be rather messy. Please dress your child in appropriate play clothes. Students wearing dresses, skirts, jumpers, or similar garments are required to wear shorts under their outfit. For safety reasons, flip-flops, slip on Crocs, shoes with wheels built-in, or plastic type footwear are not permitted. For safety purposes, proper fitting closed-toed shoes are required. Your child may not be able to participate in some activities if appropriate footwear or clothing is not worn and you may be called to bring them appropriate footwear or clothing.

## **HEALTHY SNACKS**

Parents are responsible to supply a daily snack for their child. Nutrition education is one of the components of our program. We continue to educate children and others in healthy eating habits. Plan to send a nutritious daily snack to school with your child, including a drink. For health and safety reasons, please do not send nuts, peanuts, or peanut products (this includes Nutella). Unfortunately, this type of snack has severe health repercussions for some children and the side effects can be deadly to a child who has nut allergies. Snacks should be something light (fruit, crackers & cheese, stuffed celery, etc.) We are limited in our schedule for 10-minute eating time. We also encourage you to send water rather than juice for your child's snack. Reusable bottle containers are encouraged. Please do not send soft drinks, candy or chewing gum to school. Serving healthy snacks to children is important to providing good nutrition, supporting lifelong healthy eating habits. Please remember that we are a **NUT FREE** school!

**Due to the seriousness of food allergies, children will not be allowed to share their snack with others.**

## **BIRTHDAY CELEBRATIONS**

Parties and special events are also part of our program. We will gladly allow time to celebrate our student's birthday in the classroom if so desired. Each class may observe or celebrate birthdays as they choose. Your child's teacher will share with you how your child's class will celebrate birthdays. To ensure a healthy lifestyle and well-being of all our students with eating limitations, we respectfully request that NO food or birthday treats be brought in for birthday celebrations.

## **CUBBIES**

Your child will have an assigned cubby in which to store his/her snack and papers. We will be instilling kindergarten responsibilities on the children and expect them to manage their belongings themselves. Parents, please allow your child to do this job. We ask that your child check their cubby before and after class for important notices (newsletters, calendars, and other pertinent information). In addition, we will be asking the children to take off and put on their jackets, coats, sweaters, or sweatshirts, at arrival and at departure times, as part of this learning process.

**PLEASE DO NOT SEND YOUR CHILD WITH A BACKPACK TO SCHOOL, AS SPACE IS LIMITED.**

## **PERSONAL ITEMS**

Please remember to bring a jacket or sweater for your child each day as the weather begins to cool. Rain is the only thing that keeps us inside from recess! Sweaters, jackets, coats, etc. will all be stored on the hooks when not used. Please label each item so we can help keep them from getting lost. Please do not bring backpacks to school. While we realize that all children have special treasures such as stuffed toys, recent gifts, etc., we ask that these items stay at home and not be brought to school.

## **PHOTOGRAPHS AND PUBLICITY**

Photographs of the children are taken for use in the classrooms and may be posted on the City of Dublin's social media sites. Pictures of the children may also be used in our Dublin Recreation Guide. Once each year, we hire a professional school photographer to photograph all our students. Professional photographs may be purchased from the company directly at your option.



## **ABSENCE PROCEDURE**

Please contact our office if your child will be absent or to notify staff of serious symptoms/viruses/infections/lice etc. that may affect others in the school. Please email your child's teacher or our preschool at [dublinpreschools@dublin.ca.gov](mailto:dublinpreschools@dublin.ca.gov) to report any absence.

## **MEDICAL RECORDS**

Proof of immunization is required for enrollment in our preschool program. For your child's own protection, we require your child to receive the immunizations required by the State of California. If you have any questions regarding your child's immunization schedule, please contact your physician or county health care services.

## **SUNSCREEN**

Each class will go outdoors for recess, weather providing. We strongly encourage parents to apply sunscreen to their child before school each day. For health and safety reasons, our preschool staff may **NOT** apply sunscreen to any of our students at any time.

## **ILLNESSES**

If you suspect that your child is ill, we ask that you please keep them home. We will do our best to keep our school healthy, but we need your help, too! If your child displays any of the following symptoms, please keep him/her at home.

- Fever of 100.0 degrees or higher
- Diarrhea within the past 24 hours
- Nasal secretion that is thick, yellow, or green, which is an indication of infection. (Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor for possible allergies.)
- Nasal secretion that is uncontrollable
- Sore throat
- Throat spots
- Cough accompanied by fever, chills, or coughing up of mucus
- Vomiting or nausea
- Unusual rashes
- Conjunctivitis (Pink Eye)
- Child not feeling well, such as lethargic behavior or increased crying

## **MEDICATIONS**

We frequently receive requests from parents to administer medication to their child. Our preschool staff will only administer medications for severe allergic reaction symptoms and if all the following conditions are met:

- Parent or guardian's written permission for the staff to administer allergy medication must be complete and on file.
- A physician's signature is required on the permission slip for any prescribed allergy medication.
- All allergy medication must be in original containers with physician's name, medication name, dosage, time to be given, what the medication is for, and any side effects to watch for.
- Over-the-counter allergy medications must be in original containers with the name of the medication clearly visible. The child's name, amount to be given, and when must also be written and signed by the parent.

- Our preschool staff are never allowed to administer the FIRST dose of any medication. No medication of any kind may be left in a child's cubby or pack. Under the above conditions, all medications will be securely kept in the preschool office. Please help us keep all our children safe and do not send your child with sunscreen, chap stick, lip gloss, vitamins, or medications of any kind!

## **RECOVERY**

If the physician has prescribed an antibiotic, the child must stay home until he/she has COMPLETED a full 24 hours of the antibiotic and remained outside the classroom one complete school day. If your child has a fever, vomiting, or diarrhea, he/she may not attend school for a full 24 hours after these symptoms have completely gone away.

## **EMERGENCY PROCEDURES**

Our staff is certified in child CPR and First Aid. In the case of a minor accident assessment and treatment of the injury will be given under the supervision of the teacher, teacher aide, or Program Specialist, and parents will be notified. In the event of an emergency, we will contact the paramedics first. Please complete all the emergency forms carefully so that we can be prepared for any emergency situation. As we all are aware, we live in earthquake country. The City of Dublin has developed specific emergency evacuation procedures. Emergency evacuation routes are posted by each exit as well as other areas of our facility. Our teachers and children will practice fire drills, lock-down drills, and earthquake drills in conjunction with their regular routines.