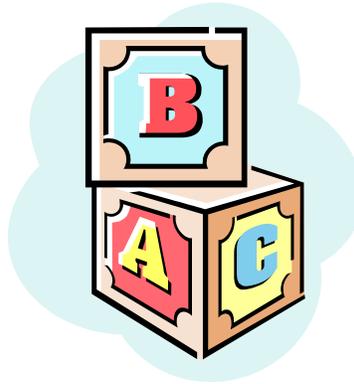




Central Point Parks and Recreation



Parent Handbook 2015/2016

**Rec Building A
405 South 4th Street
Central Point, OR 97502**

School Phone Number 541-664-3680

City Hall Contact Information

**Central Point
Parks and Recreation Department
140 S. 3rd Street
Central Point, OR 97502
541-664-3321 ext, 263**

WELCOME!



Dear Parents:

We would like to welcome you to KidVenture! We are glad that you have chosen to enroll your child in our program. We will do everything in our power to ensure your child has a positive experience at this early stage in their life. One very important thing you can do to help your child's growth is to reinforce what they are learning in KidVenture. Ask your child what they have been learning at KidVenture and continue the learning process at home.

This is a developmentally appropriate program specifically centered around pre-school age children (3-5yrs). We are excited to take your child through the fun adventures of our well balanced curriculum. This includes circle time, arts and crafts, dramatic play, and many more fun activities geared around your child's learning needs. After finishing this program your child will have been provided all the tools to be ready for their primary years of school!

At KidVenture, a strong emphasis is placed on a strong home-schooled relationship. This helps to ensure a happy experience for your child. If you have any questions or problems, please contact us immediately.

Sincerely,

KidVenture Staff
Parks and Recreation Department
City of Central Point

PROGRAM DATES

Classes are held Tuesdays, Wednesdays and Thursdays from September 9, 2015 through June 9, 2016.

TUITION

KidVenture tuition is \$140.00 per month with a onetime \$30.00 **non-refundable** registration fee. Payments are made for the months of September thru May and are due on the **1st of each month. Your payment is late if it is paid after the 10th of each month and a \$25 late fee will be applied to your account.** There is no charge for the month of June to compensate for the time off during the year. An auto payment option is available and payments are taken out on the 1st of each month and your registration fee is waived by choosing this option. Payments not made through auto payment must be made at the City of Central Point Parks and Recreation Department before the 10th of each month at:

**City Hall
140 S. Third Street
Central Point, OR 97502
(541)664-3321 ex. 232**

After Hours payments can be left in the White Box labeled City of Central Point Drop Box located just across the street from the Library in the City parking lot. Payments will be applied on the following business day if made after 3:00 pm.

QUESTIONS/COMMENTS: If you have any issues or concerns that arise during the school year, please contact Jennifer Boardman at: jennifer.boardman@centralpointoregon.gov. She will be happy to address your concerns or comments.

ATTENDANCE

If your child is sick or will not be attending school, please leave a message on the school phone with the teacher at (541)-664-3680.

WITHDRAWING YOUR CHILD

If you choose to withdraw your child, please submit a written or email notification to jennifer.boardman@centralpointoregon.gov (including the last day your child will attend) **30 days prior** to the last day the child will attend.

POLICY OF CONFIDENTIALITY

The record of enrolled children are confidential; only the child's parent(s) or guardian(s) who have legal custody may have access to them or any information contained in enrollment documents.

NON-DISCRIMINATION POLICY

KidVenture does not discriminate against any child on the basis of color, race, sex, and national or ethnic origin.

PARENT INVOLVEMENT

Volunteering your time for field trips or as a room parent is **greatly** appreciated, however it is mandatory that you have a Criminal History form completed at the Parks and Recreation office before volunteering.

Arrival & Departure Policies

SIGN IN/SIGN OUT

For the safety of your child, each child must be brought into the classroom and signed in at the start of the day. At the end of the day, the child must be signed out. The sign in/out sheets will be on a clip board by the door. Please inform all those who bring/pick up your child of this policy. We must have written record of permission for those transporting your child. Their names must be on the registration form and emergency forms. (Even if it is a parent of a classmate!) If someone other than those listed on the forms is picking up your child from school, we must have a written notice **from the parent or guardian before** the child may be released into their care. We do have the right and will check photo identification for persons we are not familiar with. Again, the safety of your child is our first priority.

Note for AM Class: Children are to arrive at school no earlier than 8:25 am and are to be picked up promptly by 11:30 pm. (Class is from 8:30 am to 11:30 pm on Tuesdays, Wednesdays and Thursdays.) Late pick up is any time after 11:35 and you will be charged a late pick up fee.

Note for PM Class: Children are to arrive at school no earlier than 12:00 pm and are to be picked up promptly by 3:00 pm. (Class is from 12:00 pm to 3:00 pm on Tuesdays, Wednesdays and Thursdays.) Late pick up is any time after 3:05 and you will be charged a late pick up fee.

Note for both classes: The preschool door will be locked at 8:40 am and 11:30 pm to ensure the safety of the children and teachers in the classroom. The classroom will be locked again at 12:10 pm to 2:50 pm when class is finished. It is not meant to keep parents out of the classroom, but purely precautionary and for the safety of all in the class.

EARLY DEPARTURE POLICY

If a parent or guardian needs to pick their child up earlier than dismissal time, please inform the teacher ahead of time so that the class is not disrupted. If there is an emergency situation, please call and let us know what arrangements have been made for your child. If he/she will be picked up immediately, we will prepare them for their early departure.

If you arrive early to pick up your child from preschool, please be patient and wait until the children are dismissed from class. Please remember that kids get excited when a visitor enters the class. Try to be as quiet as possible to create the least amount of disruption to the class routine.

EARLY/LATE PICK-UP POLICY

A fee of \$25 will be added to the monthly bill if a child is dropped off or picked up more than 10 minutes early/late. An additional fee of \$15 will be added to the monthly bill for each ¼ hour time period the child remains at the school. Due to the tight timing of our facility use we need to ensure that parents remember that our program is a preschool program with set times. Each parent will be provided with **one** (1) warning before the fee is assessed as we understand that things just happen.

*******CLOTHING*******

Each child **must** have a change of clothes available Please send an extra set of clothes (top, pants, and underwear) with your child to be kept at school for emergency use. Please put into a plastic Ziploc bag with the name on the bag. Please be sure all clothing is labeled. Roomy, washable play clothes are best for school. If your child chooses to wear a dress, please be sure that she wears either tights or shorts underneath. Please remember that we are pre-school aged children and will be participating in painting and other craft projects. We will make every effort to ensure that the children are wearing protective clothing, but accidents will happen. Please try to dress your child in clothing that will allow children to play freely without feeling like they can't play because these are their best clothes.

TOYS/OR OTHER ITEMS FROM HOME

Toys are best left at home. The only exception to this rule is when they bring toys on Show and Tell days. If a toy is brought to school, we **cannot** be held responsible for it. **We absolutely do not allow guns, knives or any other type of weapons. We have special days of sharing for the kids and this is the only exception to this rule. Teachers will let you know of the day that your child may bring toys from home.**

FIELD TRIPS

Field trips are a fun part of preschool. When a field trip is planned, we welcome parent participation. Each field trip will have a permission slip that will need to be signed by a parent or legal guardian. These are very special times for your preschoolers so we ask that no siblings attend our field trips.

SNACKS

To keep tuition rates down, we are asking for your participation for our snack time. Each child will be asked to bring specified snacks on his/her designated snack day. A calendar will be given out each month with each child's designated snack day. The snack must be sufficient enough for 20 students. If you cannot provide snack on your child's designated day, please let us know as soon as possible so we can make other arrangements.

ALLERGIES & FOOD SENSITIVITY

If your child has food allergies or sensitivity to foods we ask that you please bring snacks for your child. The teachers will ensure that your child does not eat something that you have listed as an allergen, but our snacks are donated by parents so ensuring that your child has the proper snack items for their needs will be the responsibility of the parent.

BIRTHDAYS

AM class allows parents of the children to bring in a small special treat on or near their child's birthday.

PM class

Illness Policy

If your child is ill, we ask that you please keep him/her home from preschool. It is a common courtesy to avoid spreading germs to classmates as well as the teachers. A runny nose or cough may be the beginning of something more serious that can easily spread in our preschool environment. Not only do we worry about the spreading of germs, but the children when they are feeling this way are not usually themselves; tired, grouchy, etc., in short ~ not having fun! If a child has been sent to school and the teachers notice that he/she is not feeling well enough to participate or has gotten worse throughout the day ~ we reserve the right to notify parents, guardians as well as emergency contacts to get the child home as soon as possible. We also reserve the right if we notice a suspicious rash or anything else that could be considered a communicable disease to send the child home until the condition **subsides**, or there is **documentation** from that individual's medical provider stating that they are no longer contagious. (Plain terms~~contagious) If you have sent your child to school with symptoms of illness after seeing a doctor ~ we would appreciate a note stating that the child is not contagious or that they are able to be in school.

Read more at Suite101: [Daycare Illness Policies: How to Determine When a Child is Too Sick to Attend Preschool](http://day-care-regulations.suite101.com/article.cfm/daycare_illness_policies#ixzz0vYtfHS3y) http://day-care-regulations.suite101.com/article.cfm/daycare_illness_policies#ixzz0vYtfHS3y

Note: It is the teacher's final decision whether we feel your child is well enough to attend preschool on any given day, depending on their symptoms and demeanor. We consider a fever to be anything above 100° degrees Fahrenheit and a child with a fever will not be allowed to participate at school.

Your child must be FREE of fever, illness related vomiting or diarrhea for at least 24 hours before returning to class. We greatly appreciate your cooperation.

IMMUNIZATIONS RECORDS

Each child is required, by the State and County Health Departments, to have an up-to-date immunization record on form 53-05A. Form is attached to registration documents.

MEDICATION

Please **DO NOT** send medicine of any kind in your child's backpack. KidVenture staff is unable to dispense prescription or over the counter medication while your child is at school. However, parents are more than welcome to come to school and administer medication to their own child at any time.

ABUSE & NEGLECT

KidVenture staff is mandated to report abuse and neglect of ANY child. If a teacher suspects abuse or neglect it will be reported to the Recreation Manager as well as to the Department of Social Services.

BATHROOM POLICY

All children attending KidVenture must be able to use the restroom **unassisted with both number 1 and number 2. This includes wiping their own backsides.** We do not have the facilities nor are we licensed to change diapers/ Pull-ups. We do understand that preschool is a huge transition time for many of our new students. We do allow some leeway for those in transition; however, each of these cases are evaluated and dealt with differently. Please let us know if you would like our teachers to assist your child in the event of an accident and the level of help you would feel comfortable with for your child. Also please let us know if you would prefer to be called in the event of an accident. Please have an extra change of cloths to leave in your child's cubby in case of an accident. The parent must discuss all issues with the teachers.

EMERGENCY EVACUATION

KidVenture will evacuate according to established evacuation procedures. The teacher will carry a cellular phone, emergency cards, and a first-aid-kit. Fire drills will be conducted on a monthly basis.

MOVIE POLICY

On occasion we will be showing movies in the class. We show Veggie Tales and very rarely PG movies. Please be sure to let the teachers know if you would not like your child to watch these movies. The teachers will let you know what movie they have planned before they show the film.

HOLIDAY CELEBRATION POLICY

KidVenture Preschool celebrates many holidays. The holidays celebrated may include, but are not limited to: Halloween, Fall Harvest, Thanksgiving, Christmas, President's Day, Veteran's Day, Valentine's Day, Saint Patrick's Day, Martin Luther King Day, Dr. Seuss' Birthday, Cinco De Mayo, Mother's Day, Father's Day. Understand that the celebration of diversity in culture is part of the learning lesson. The teachers use the holiday for crafts, cultural learning, and fun. If you do not wish to have your child celebrate these holidays we understand, but we still plan on celebrating holidays as part of our school.

DISCIPLINE POLICY

KidVenture would like to stress the importance of a discipline policy. At ages three, four, and five, children are learning so many new things. They are testing their boundaries, checking their surroundings, and testing their limits. The children are learning to play with each other instead of beside each other.

The morning classroom teachers use as much problem solving to resolve issues among the children as possible. They bring the students involved together and discuss with them events that have happened. If a child is exhibiting a challenging behavior, they use the 1, 2, 3 magic form of discipline. This is giving 3 counting warnings to a child. The counting method gives children the practice of making choices in regards to their behavior, which is an important part of learning involved in self-regulation. If a child reaches a count of 3, they are placed in time-out. The time is according to their age: 3 year olds- 3 minutes, 4 yrs. - 4 minutes, and 5 yrs. - 5 minutes. Teachers discuss with the child what brought them to that time-out and help them to understand the importance in making good behavioral changes. Sharing is the cause of most disputes. Each child will be taught and expected to share without negative words or actions toward staff or other children throughout the year. This can be a hard concept to learn ~ we expect the children to understand it and abide by it ~ we will give a verbal warning to end any conflicts.

The afternoon class uses the technique of placing the child's name on the white board if behavior is inappropriate and needs to be redirected. The child receives either a frowning face or smile face if behavior is redirected in a positive or negative manner. This form of discipline allows children an opportunity to redirect their behavior and have their name removed from the board. Children are rewarded with a smile to reinforce positive behavior. For issues involving sharing children are allowed to continue to play with toys but told to give it to the other child when they are finished. Most often this is less than five minutes and both children are able to achieve satisfaction. The one because a toy was not taken from them and the other because their friend let them play with the toy they had wanted.

The above steps both for AM and PM classes will also be taken for behavior problems including hurtful words & actions or any other negative behavior. If there is an overly aggressive or uncooperative child he/she will be redirected to a different activity and spoken to by a teacher about his/her actions. Hopefully all of our problems will be resolved and this will be learning and growing experience for both the children and the teachers. In the case of hitting, biting or any other negative physical contact, the parents of all parties will be informed. If there is an injury to a child, the child that has done the injury will be sent home for the day. The parents of both children will be called.

Teachers will never use corporal punishment which is abusive or humiliating. Food will never be withheld as a means of punishment, nor will a child ever be punished for effusing foods. We will praise your child and give him/her positive reinforcement at every possible opportunity.

