

Campbell Recreation



Pre-School

**Parent Handbook**

**CAMPBELL RECREATION PRE-SCHOOL**

Campbell Community Center  
1 West Campbell Ave.  
Campbell, CA 95008  
Rooms M-48, M-49, M-52

Recreation Office (Room C-31)  
(408) 866-2104 / [recreation@campbellca.gov](mailto:recreation@campbellca.gov)  
[www.campbellca.gov/pre-school](http://www.campbellca.gov/pre-school)

**RECREATION SUPERVISOR**

Lauren Council  
(408) 866-2740 [laurenc@campbellca.gov](mailto:laurenc@campbellca.gov)

**RECREATION COORDINATOR**

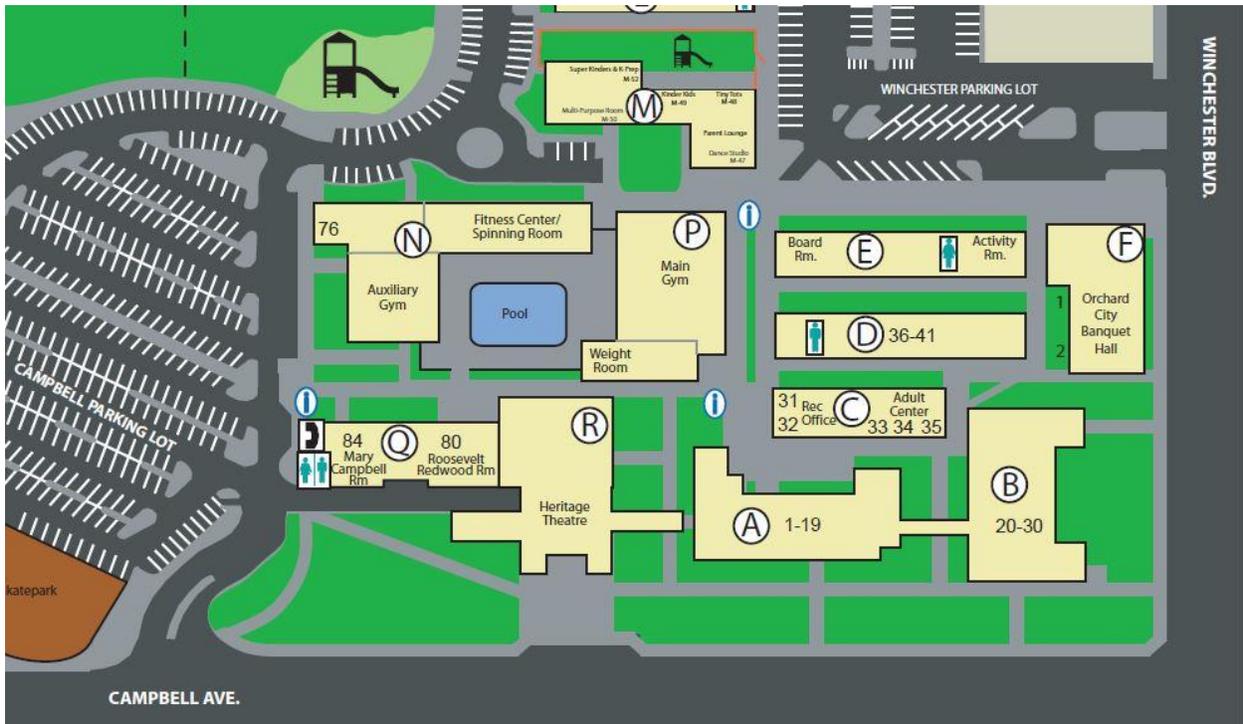
Gracey Ferrel  
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**CAMPBELL COMMUNITY CENTER**



## **HISTORY**

Campbell Recreation Pre-School has provided children with their first school experience for over 30 years. The program is open to children ages 2 years 8 months to 5 years 6 months. The classrooms are located at the vibrant Campbell Community Center. Each classroom is designed and furnished to maximize a child's learning experience.

## **STAFF**

Campbell Recreation Pre-School is led by a dedicated staff with extensive early childhood experience. Our staff is committed to creating a safe, fun, and developmentally-appropriate school experience. Our teachers have years of experience and have participated in early childhood education classes at area colleges, and many hold a BA or AA in related fields of study. Each staff is fingerprinted and receives a background check.

## **LICENSING**

We are a license exempt pre-school. This is granted to pre-schools that are part of City recreation programs and offer open enrollment on a month-to-month basis. Campbell Recreation Pre-School is a program of the City of Campbell's Department of Recreation and Community Services. Our goal is to meet or exceed the health and safety standards the State recommends. Any questions you may have may be discussed with the Recreation Supervisor. We value the trust you place in us when you enroll your child in Pre-School.

## **PHILOSOPHY**

We believe a child's first school experience can set the foundation for a love of learning and success in school. Campbell Recreation Pre-School provides a safe and nurturing environment for your child's first school experience. To engage active and growing minds and bodies, we introduce as many different materials and hands-on learning opportunities as possible such as art, music, a movement lab, and language, reading, and math readiness activities. Oral language and listening skills are developed through circle time activities. Social skills are developed during both structured activities and unstructured free choice play time, allowing children to learn cooperation and problem solving.

## **GOALS**

- Instill a love of learning that children can carry with them throughout their lives.
- Provide age-appropriate skill-building activities that foster learning.
- Provide children with the building blocks needed to master reading, writing and math skills.
- Give children a sense of self-worth by allowing them to succeed at their own level.
- Encourage creativity and confidence through art, music, and motor-skill activities.
- Build social skills including sharing, problem solving, making choices, cooperation, being considerate, taking turns, and listening.

## **PRE-SCHOOL CLASS INFORMATION**

For information on our current and upcoming class offerings, visit [www.campbellca.gov/pre-school](http://www.campbellca.gov/pre-school).

## **DAILY ROUTINE AND CURRICULUM**

Everything a pre-school age child does is a learning experience. At pre-school, it is our job to introduce children to as many different materials and hands-on learning opportunities as possible. The daily schedule will include free play, circle time, outside play, art project, snack, and story.

The pre-school curriculum includes foundational skills needed for kindergarten readiness. Our curriculum is recreation based and we embrace the theory that children learn best through play. Throughout class, we work on developing the social skills of responsibility, cooperating in a group, following directions, trying new things, listening, and learning peaceful ways to solve conflicts. Circle time emphasizes oral language and beginning math concepts. The play dough table, paint easel, and art

activities build fine motor skills that prepare children to hold a pencil correctly, squeeze glue, tie shoes, and use scissors and cut in the correct motion. Through outside play and the movement lab, students will gain proficiency in gross motor skills such as balancing, hopping, skipping, running, and climbing.

### **POTTY TRAINING AND THE CLASSROOM**

Children need to be fully potty trained by the first day of school. Pull ups and diapers are not allowed at pre-school. If accidents are occurring regularly, a break from pre-school may be necessary until potty training stabilizes. We understand that bathroom accidents do happen early in the school year. Parents can pack extra clothes in a backpack to keep at school just in case.

Classrooms have spare changes of clothes and teachers and aides are able to talk your child through cleaning up and changing.

If a messy accident occurs, we will call a parent, guardian, or designated contact person to come clean and change the child.

Please send your child in clothes that allow them to use the bathroom independently. Avoid overalls (straps easily fall into the toilet bowl!) and avoid complicated buttons that are too advanced for little hands.

### **BEHAVIOR AND READINESS**

Campbell Recreation Pre-School staff reserves the right to move or un-enroll a student if it is determined to be beneficial to the class as a whole. If a child's behavior is disruptive or dangerous to themselves or other children, or if separation anxiety is excessive and not improving, we will discuss un-enrolling until these problems are resolved. If any problems are observed, a parent will be contacted by their teacher or the program supervisor. We will work together to design an action plan to try to solve the problem and a timeline for resolution.

### **DROP OFF AND PICK UP**

- Before class starts you are welcome to play on the playground.
- The teacher will open the door to signify that class is starting.
- Children check-in by finding their picture and either putting it on the magnet board or on the fridge.
- Take your child to the bathroom BEFORE bringing them to class.
- Please do not drop off your child early or pick them up late. Our late pick-up charge is \$1 per minute late after dismissal time.
- When picking up your child after class, please wait OUTSIDE the play-yard gate until the teacher opens the classroom door.

### **SEPARATION ANXIETY**

We understand separation anxiety can be a challenge for children and parents at the beginning of the school year. In an effort to limit the risk of exposure, pre-school staff will minimize direct contact with their students as much as possible. If you feel that your child will not be able to independently separate from you during drop off, we ask that you consider if this will be the best time for your child to participate in the pre-school program.

On the first day of school, our goal is for every parent to be able drop their child off and every child to stay in class. What you can do to help:

- Calm and clear drop-offs. As you arrive at the classroom, say hello to their teacher, provide your child with some words of encouragement such as "You are going to have such a fun day today with Miss Tiffany" and say your goodbye with a calm encouraging voice. After your goodbye, turn around and leave.
- Communicate you will be back. Tell your child you will see them after story time. Arrive on time when class ends.
- If your child is ready to enter the classroom, say goodbye and leave. If your child screams, cries, and clings to you, that is okay. It happens. This is a new experience for them. We ask that you step to the side to allow the rest of the children to complete their health screening and come inside. Once you feel that you can separate from your child, we ask you to calmly encourage them to have their temperature checked and join the class. Trust our pre-school team. We will not let your child suffer. If they don't calm within a reasonable time, the teacher will call you and together decide on a plan to help them succeed.

### **What makes separation anxiety WORSE:**

Sneaking out without a goodbye.

Coming back and looking through the window.

Staying in your car or nearby in the parking lot (they will see you at outside play time).

### **PARKING**

- Park in the 20 minute or unmarked parking spaces.
- Do not park in permitted spaces. Tickets are issued for parking in the City Staff, Adult Center, and Handicap parking spaces without a permit.

### **WHAT TO WEAR**

- Because many of our art projects are messy, dress your child in comfortable “older” play clothes that will allow them to participate to the fullest.
- Sneakers are recommended to protect feet while playing in the play yard, and to protect our floors from scratches. We especially like the Velcro closures on shoes because the children can take them on and off by themselves.
- Write your child’s name inside of jackets and sweaters. This will help us make sure that they don’t lose them.

### **PHOTOGRAPHY**

When registering, families sign a waiver that grants the City of Campbell permission to include photos of your child in the Activity Guide and pre-school documents. If you do not want your child’s picture used or have questions, please contact the Recreation Supervisor.

### **COMMUNICATIONS**

- Please email Recreation Specialist Tiffany Causey if your child’s contact information has changed and needs to be updated in the system.
- We keep parents informed through the class bulletin board, emails, notes sent home via your child’s backpack, monthly newsletters and calendars.
- Formal parent conferences are not held. Schedule an appointment with your child’s teacher if you’d like to discuss their progress or any issues.
- Most brief communications can be done after pick-up time. Please avoid pulling the teacher aside during the check in as their focus will be on the children and getting class underway.

### **LEAVING PRE-SCHOOL**

If your child will be leaving pre-school during the school year, you must notify your teacher and the Recreation Supervisor, Lauren Council in writing at least two (2) weeks before your child’s last day. Monthly tuitions will not be prorated.

### **PARENT PARTICIPATION**

We look forward to inviting our parents to participate as parent helpers and will provide a link to sign up online.

### **ALLERGIES**

We ask parents to partner with us to keep all children in preschool safe and healthy. Parents will be responsible for sending their child with a healthy snack and drink each day. **We are a nut free environment.** Please pay attention to the food allergy information you receive about your child’s class and avoid sending foods containing allergens when you are planning snack. If your child has food allergies, please include this information on the Child Information form. It’s also important for us to understand the severity of your child’s allergies. If your child has medication, please drop it off in a labeled zip lock bag on the

first day with your child's name written in permanent marker. Your child's medication (i.e., "epi pens") will be stored in the classroom first aid kit in case of emergency.

#### **SICK CHILD POLICY**

If your child or a member of your household is sick, please stay home and notify your child's teacher by email.

#### **COVID-19 GUIDANCE**

Visit the California Department of Public Health Public Health Guidance for TK-12 Schools and Childcare Settings

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Schools/TK-12-Guidance-2024-25-School-Year.aspx>

We look forward to having your child join us! If you have additional questions or concerns, please contact Recreation Coordinator, Gracey Ferrel at [graceyf@campbellca.gov](mailto:graceyf@campbellca.gov).