

CAMPBELL RECREATION PRE-SCHOOL HANDBOOK

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
www.campbellca.gov/pre-school

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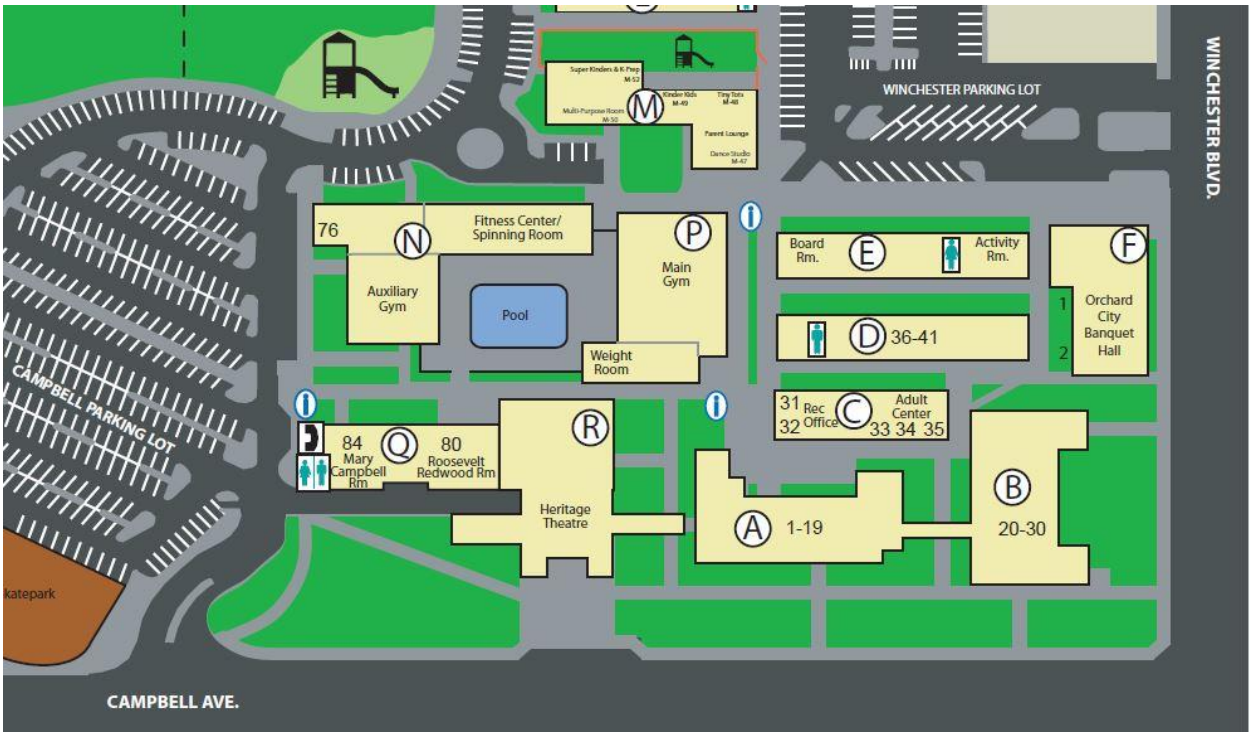
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KINDER KIDS - M49
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CAMPBELL COMMUNITY CENTER



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 6 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 status 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 recommended by the State of California. If you have any questions, they may be discussed with the Recreation Supervisor. We value the trust you place in us when you enroll your child in our pre-school program.

We are currently in the process of pursuing licensure to expand our Pre-School hours. We will continue to share updates as they become available. If we are able to license one of our classrooms, currently enrolled students will receive first priority for extended hours before registration is opened to new families.

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.

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 & THE CLASSROOM

Tiny Tots:
Children in our Tiny Tots program do not need to be fully potty trained at the start of the school year. If your child is not yet potty trained, please send them to class in a diaper or pull-up, and ensure they arrive in a clean, fresh diaper or pull-up at the start of class.

All children in the Tiny Tots program must be fully potty trained by January 4th. Beginning on that date, diapers and pull-ups will no longer be permitted.

If your child needs to be changed during class, a Pre-School staff member will assist with changing. Parents are responsible for supplying diapers or pull-ups, baby wipes, and an **extra change of clothes as a backup**. Please place all items in your child's backpack and **label everything with your child's name**.

Kinder Kids:
Children enrolled in Kinder Kids **must be fully potty trained** by the first day of school. **Pull-ups and diapers are not allowed** in this class.

We understand that occasional accidents may happen, especially early in the school year. Please pack an **extra change of clothes as a backup** in your child's backpack to keep at school. Classrooms have limited spare clothes, and teachers/aides can guide your child through changing and cleanup when needed. If a **messy accident** occurs, we will contact a parent, guardian, or emergency contact to assist.

Dress your child in clothing they can manage independently when using the bathroom. Avoid overalls (straps can fall into the toilet) and clothes with complicated buttons or fasteners.
Be sure to label all clothing and personal items with your child's name.

BEHAVIOR AND READINESS

Campbell Recreation Pre-School staff reserves the right to move or un-enroll a student if it is determined to be in the best interest of the class as a whole.

If a child's behavior is consistently disruptive, unsafe to themselves or others, or if separation anxiety is excessive and not improving, we may recommend a temporary break from the program until the issues are resolved.

Should any concerns arise, the child's teacher or program supervisor will contact the parent or guardian. We will work together to develop an action plan and establish a reasonable timeline for improvement. Our goal is to support each child's success while maintaining a positive and safe classroom environment for all.

DROP OFF AND PICK UP

- You are welcome to use the playground **before class begins**.
- The teacher will open the classroom door to signal the **start of class**.
- Children will check in by finding their picture and placing it on either the **magnet board or the fridge**.
- **Please take your child to the bathroom before class** begins to help minimize interruptions.
- Do not drop your child off early or pick them up late. A **late pick-up fee of $1 per minute** will be charged for any time past the scheduled dismissal.
- At pick-up, please **wait outside the play yard gate** until the teacher opens the classroom door to release the children.

SEPARATION ANXIETY

We understand that separation anxiety can be a normal part of starting Pre-School for both children and parents. Our goal is to create a welcoming and supportive environment where every child feels safe and ready to learn.

If you believe your child may have difficulty separating independently at drop-off, please consider whether this is the right time for them to participate in the program.

On the first day of school, our goal is for every child to successfully separate from their parent and remain in class. Here are some ways you can help:

Keep drop-offs calm and confident. Greet the teacher, offer your child encouraging words such as "You are going to have such a fun day with Miss Tiffany," say goodbye with a calm voice, and then leave promptly.

Reassure your child you will be back. Tell your child something specific like "I will see you after story time," and make sure to arrive on time for pick-up.

If your child cries or clings, that is okay. This is a new and sometimes overwhelming experience. If your child is having a hard time separating, please step to the side to allow other families to settle in. Once you feel ready, calmly encourage your child to join the classroom.

Please know that we will not let your child suffer. If your child is unable to settle after a reasonable period of time, the teacher will call you and together you will create a plan to support their success.

Trust our experienced Pre-School team. We are here to help both you and your child through this important transition.

WHAT MAKES SEPERATION ANXIETY WORSE

- Sneaking out without saying goodbye
- Coming back and looking through the window
- Staying in your car or nearby in the parking lot (children often see you during outside playtime)

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

- Children in Tiny Tots must be fully potty trained by January 4th; beginning on that date, diapers and pull-ups will no longer be permitted. Children in the Kinder Kids classes must be fully potty trained. Diapers and pull-ups are not permitted.
- Because many of our art activities can be messy, please dress your child in comfortable, older play clothes that allow them to participate freely and without concern for getting dirty.
- Sneakers are recommended to protect children's feet during outdoor play and to help prevent damage to indoor floors. Shoes with Velcro closures are especially helpful, as they allow children to practice independence by putting them on and taking them off on their own.
- Please label your child's jackets, sweaters, and other belongings with their name to help prevent items from being lost or misplaced.

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

Tiny Tots - Miss Gina, Room M48 tinytots@campbellca.gov

Kinder Kids - Miss Brenna, Room M49 kinderkids@campbellca.gov

Kinder Kids - Miss Janet, Room M52 kprep@campbellca.gov

- Our teachers check emails before and after class. Classroom emails are not monitored on days when Pre-School is not in session. For urgent matters, please contact **recinfo@campbellca.gov** or call **408-866-2104, dial 0**.
- If your child's contact information changes, please email **recinfo@campbellca.gov** so we can update our records.
- We keep parents informed through the class bulletin board, emails, notes sent home in your child's backpack, monthly newsletters, and calendars.
- Formal parent conferences are not scheduled regularly. If you would like to discuss your child's progress or address any concerns, please arrange an appointment with your child's teacher.
- For brief questions or messages, please wait until after pick-up time. We ask that you avoid pulling teachers aside during check-in, as their priority is welcoming the children and starting class smoothly.

LEAVING PRE-SCHOOL

If your child will be leaving pre-school during the school year, you must notify your teacher and the Recreation Specialist, Alex McCreery by email 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 ARE A NUT FREE ENVIRONMENT

We ask parents to partner with us to keep all children in Pre-School 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 their classroom email.

We look forward to having your child join us! If you have additional questions or concerns, please contact Recreation Supervisor, Lauren Council at laurenc@campbellca.gov or 408-866-2740.