

Campbell Recreation



Pre-School

**Parent Handbook  
Fall 2020**

## CAMPBELL RECREATION PRE-SCHOOL

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

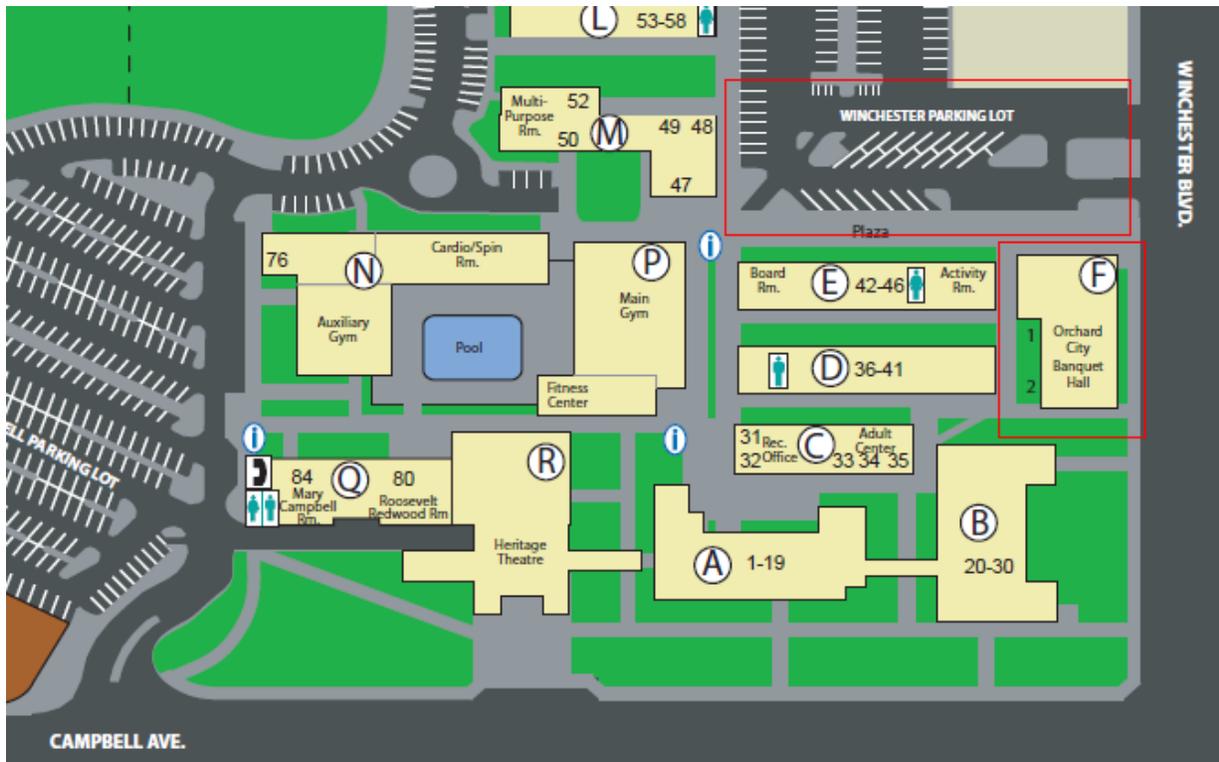
Recreation Office (Room C-31)  
(408) 866-2104 / [recreation@campbellca.gov](mailto:recreation@campbellca.gov)  
[www.campbellca.gov/pre-school](http://www.campbellca.gov/pre-school)

## RECREATION SUPERVISOR

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

*As of Tuesday, March 17th, 2020 the Campbell Recreation Office will be closed to the public until further notice. Please visit our website for information on adjusted services and updates on our current response. [www.campbellca.gov/COVID-19](http://www.campbellca.gov/COVID-19)*

## CAMPBELL COMMUNITY CENTER



## **HISTORY**

Campbell Recreation Pre-School has provided children with their first school experience for over 20 years. The program is open to children ages 3 to 5. 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.

## 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.

## COVID-19 UPDATES

It is a pleasure to welcome you to the Campbell Recreation Pre-School! Our team has worked hard to plan a fun, enriching and safe pre-school experience for your child. We have made modifications to our typical Pre-School program in order to comply with the current Order of the Health Officer of the County of Santa Clara. Although pre-school is going to look different this year, our team is committed to provide your child with a wonderful pre-school experience! Prior to registration and the first day of class, please read the following important information.

Due to the COVID-19 Pandemic and current County Orders, we are limited to the number of classes we will be able to offer in the upcoming months. We will be following the [Mandatory Directive for Programs Serving Youth or Children](#). This Directive explains how the Campbell Recreation Pre-School may operate under the current order.

**Under the current [Mandatory Directive for Programs Serving Children or Youth](#), Children/youth may participate in only one Program at a time, and may not move from one Program to another more than once every 3 weeks. This means children/youth cannot attend more than one childcare program, after-school program, or other child/youth activity within the same three-week period. By enrolling your child in our Pre-School program, you are committing that you will be in compliance with the directive above. You will be required to sign off on the above statement when you enroll online.**

Children from the same household will be assigned to the same classroom. Please register your children for the class they would typically be enrolled in by the August 19<sup>th</sup> deadline in order to secure your spot. Once you have completed registration, please contact Recreation Supervisor, Lauren Council at [laurenc@campbellca.gov](mailto:laurenc@campbellca.gov) to discuss which classroom will be the best fit for both children. The children will then be assigned to the class that will be most appropriate for the children. This requirement reduces transmission risk, and also reduces the number of personnel and children/youth who would

have to be tested and quarantined in the event that someone in the Program tests positive for COVID-19.

## Fall 2020 Pre-School Classes - See below for Registration Information

We will be offering one Tiny Tots, Kinder Kids, and a combined Super Kinders Kindergarten Prep starting the week of September 8<sup>th</sup> through December 4<sup>th</sup>. In addition, we will be offering a Pre-School Hybrid class which will be held twice a week in the afternoons. This class will have a limited number of openings and will be for ages 4, but less than 6 years old. This 12 week program is specific to the fall and we will address how to handle the January-May school year in the coming months.

**Closure Dates: No school on 9/7, 11/23-11/27**

### PRE-SCHOOL: TINY TOTS

Ages 3 - 4

Children must be 3 years old and potty trained by 9/8/2020

Tiny Tots provides a fun and enriching experience with an emphasis on developing social and play skills through activities such as games, songs, finger-plays, stories, and art. Classes are two hours long and meet twice a week.

Activity #	Days	Time	Monthly Fee Res/Non Res
71001.01	M/T	9:15 AM – 11:15 AM	\$163/\$173

### PRE-SCHOOL: KINDER KIDS

Ages 4 - 5

Children must be 4 years old by 12/31/2020

Children must be potty trained

In Kinder Kids, children will develop social interaction skills through creative learning experiences. Language development, pre-reading, science, math, art, games, music, motor skills, drama and free play are emphasized to prepare for children for kindergarten. Classes are 2 ½ hours long, and meet three times a week.

Activity #	Days	Time	Monthly Fee Res/Non Res
72001.01	W-F	9:30 AM – 12:00 PM	\$271/\$281

### PRE-SCHOOL: SUPER KINDRES/KINDERGARTEN PREP

Ages 4, but less than 6

Children must be 4 years old by 6/1/2020

Children must be potty trained

This hybrid program of Super Kinders and Kindergarten Prep will allow children the opportunity to participate in school 4 days a week. This program will develop social interaction skills through creative learning experiences. This class will focus on language development, motor skills, science, math and art in a center-based learning environment. Classes are 3 hours long and meet Monday to Thursday.

Activity #	Days	Time	Monthly Fee Res/Non Res
75001.01	M-Th	8:30 AM – 11:30 AM	\$403/\$413

**REGISTRATION AND TUITION** -For parents who had registered for the *Pre-School Enrollment Fee* before August 17<sup>th</sup>

First priority will be given to those who had already registered and paid the \$100 non-refundable *Pre-School Enrollment Fee* prior to August 17<sup>th</sup>. An email will be sent with the link to the Activities listed above on Monday, August 17<sup>th</sup>. Registration will begin at 10 AM on Tuesday, August 18<sup>th</sup>. Please make sure you register and pay the **September tuition by 10 AM August 20<sup>th</sup>**.

**Step 1: Register and pay tuition for the month of September for the class of your choice from the Fall 2020 Pre-School Classes.**

If your preferred class is full, please email Lauren Council at [laurenc@campbellca.gov](mailto:laurenc@campbellca.gov) to be added to a wait list. First come, first serve.

**Step 2: Complete and submit the required forms to Lauren Council at [laurenc@campbellca.gov](mailto:laurenc@campbellca.gov) by August 31<sup>st</sup>.**

[Child Information Form](#)

[Immunization Records - New Students Only](#)

Tuition for the following months will be due on the 1<sup>st</sup> of each month. A \$10 late fee will be charged if payment is not received by the 5<sup>th</sup> of each month. You will not be allowed to bring your child to class until the full balance is paid (including the \$10 late fee).

Students on the wait list for the *Pre-School Enrollment Fee* prior to August 17<sup>th</sup> will have the opportunity to pay the \$100 non-refundable *Pre-School Enrollment Fee* and register for the class of their choice before registration is open to the public (see below).

## **REGISTRATION AND TUITION - WAIT LIST & NEW STUDENTS**

Registration for those on the wait list will begin at 10 AM on Thursday, August 21<sup>st</sup>. Registration will open for the public on Monday, August 24<sup>th</sup> at 10 AM.

**Step 1: Register and pay the \$100 non-refundable *Pre-School Enrollment Fee* from the list below. Complete the transaction before you move onto Step 2.**

[Pre-school: Enrollment Fee: Tiny Tots FALL](#)

[- 71001.05](#)

[Pre-school: Enrollment Fee: Kinder Kids FALL - 72001.05](#) - FULL (option to add your child's name to the wait list)

[Pre-school: Enrollment Fee: SK/KP FALL - 75001.05](#)

You must complete the transaction above before you can register and pay tuition for the class of your choice. Complete Step 2 immediately after you complete Step 1.

**Step 2: Register and pay tuition for the month of September from the *Fall 2020 Pre-School Classes* (see above).**

**Step 3: Complete and submit the required forms to Lauren Council at [laurenc@campbelca.gov](mailto:laurenc@campbelca.gov) by August 31<sup>st</sup>.**

[Child Information Form](#)

[Immunization Records - New Students Only](#)

#### **AUTOMATIC PAYMENTS**

It is recommended to set up automatic payments so that your card will be charged on the 1<sup>st</sup> of the month. As of March 17<sup>th</sup>, the Campbell Community Center Office is closed to the public until further notice. **Appointments must be made with the Recreation Supervisor, Lauren Council if you wish to pay in person by check or cash.** It is highly encouraged to set up an online account and set up automatic payments in order to secure your spot as there are a limited amount of spaces in the Pre-School due to the COVID-19 Pandemic. If your preferred class is full, you may add your child to a wait list at no charge. We will contact you should a space open up and you will be given a window of time to register.

#### **LATE PAYMENT POLICY**

A \$10 late fee will be charged if payment is not received by the 5th of each month. You will not be allowed to bring your child to class until the full balance is paid (including the \$10 late fee).

#### **LEAVING PRE-SCHOOL - REQUIRED NOTIFICATION**

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

#### **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 HEALTH SCREENING**

Children must be dropped off and picked up by only one parent or guardian each day. A health screening will be required for all children and staff at the start of each day. The Campbell Community Center staff will be checking each child's temperature before they enter the classroom. Children with a temperature of 100.04 or above will not be admitted. Parents/guardians and siblings must remain outside of the classroom at all times. The Pre-School Playground is closed to the public while pre-school is in session. Campbell Recreation Pre-school students will only be allowed to play on the playground during their assigned class time. Pre-school students are not to use the pre-school playground before or after class. Parents and students are not to enter the Pre-School play yard gate until the teacher has opened the classroom door. Please make sure to maintain the 6 feet distance while you wait for your child to be checked in or out each day.

### **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).

### **PICK UP**

When picking up your child after class, please wait OUTSIDE the play-yard gate until the teacher opens the classroom door. Please maintain the 6 feet of distance between you anyone outside of your household at all times. If you need to speak with your child's teacher, please notify the teacher when you pick up your child that you would like to chat once everyone has been picked up. Please wait with your child to the side until all of the other children have checked out for the day before speaking with the teacher.

Our late pick-up charge is \$10 for every 15 minutes late after dismissal 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.

## FACE COVERINGS

Staff and anyone over the age of 11 will be required to wear face coverings at all times while dropping off and picking up. Children ages 2 through 5 do not need to wear face coverings when interacting solely with children within their stable group.

## SOCIAL DISTANCING

Under the current [County Order](#), children under the age of 6 do not need to maintain social distance within their stable group (i.e. Tiny Tots). Personnel may engage in physical contact with a child in their class as necessary given the needs of children under age 6.

## 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 Supervisor, Lauren Council 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.

## PARENT PARTICIPATION

In a typical school year, parents are required to help in the classroom 3 to 5 times per year, however, under the current order, parent participation is prohibited until further notice.

## 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 immediately notify Recreation Supervisor, Lauren Council at [laurenc@campbellca.gov](mailto:laurenc@campbellca.gov).

Each morning before school, ask these questions. A person who answers “Yes” to any one of these questions must not be allowed to enter the facility.

1. **Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?**

Yes – STAY HOME and seek medical care.

2. **Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.**

Yes – STAY HOME and seek medical care and testing.

3. **Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?**

- **Fever**
- **Cough**
- **Shortness of breath/trouble breathing**
- **Chills**
- **Night sweats**
- **Sore throat**
- **Muscle/body aches**
- **Loss of taste or smell**
- **Headache**
- **Confusion**
- **Vomiting**
- **Diarrhea**

Yes – STAY HOME and seek medical care and testing.

Please follow the Health Screening above and refer to the [Mandatory Directive for Programs Serving Youth or Children](#) Table 1 for ***Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts***. Refer to Table 2 ***Steps to Take in Response to Negative Test Result***.

We look forward to having your child join us for the 2020-2021 School Year! If you have additional questions or concerns, please contact Recreation Supervisor, Lauren Council at [laurenc@campbellca.gov](mailto:laurenc@campbellca.gov) or (408) 866-2740.