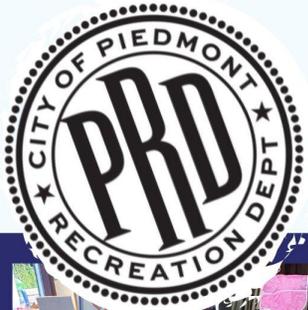


PIEDMONT RECREATION DEPARTMENT

PRESCHOOL PARENT HANDBOOK



Where Little Ones Go
To Do **BIG** Things!



City of Piedmont Recreation Department,
Effective August 2022

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Vision

At the Piedmont Recreation Department, we believe in doing what is “Good for Kids!” Our community strives to create and foster a safe and supportive environment which promotes imagination, creativity, self-expression and personal growth.

Philosophy

Our team of educators is committed to providing a warm and safe environment to best support children’s natural curiosity and enthusiasm for learning through PRD’s play-based preschool programs. We are dedicated to the development of a school/home community in which teachers and families learn and grow together. We offer structure and flexibility to encourage individual exploration and growth where children are able to create relationships that nurture social skills and explore activities based on their developing needs.

Registration and Tuition

All families must have the following forms completed prior to starting any of our programs: emergency form, handbook agreement, COVID waiver, walking permission slip, and immunization form. If program forms and/or tuition payment information are **not** received prior to the start of the program, your child may be delayed in starting.

PRD’s preschool programs are operating under the recommendations and requirements of Community Care Licensing (CDSS), the California Department of Education (CDE), the County of Alameda, and the CDC.

Emergency Contact Forms

The emergency form includes family contact information, authorized pick up contacts, family disaster plan, and child’s health history. In the event of an emergency, it is necessary for the Piedmont Recreation Department to have current, accurate information and parents must keep emergency forms, contact numbers, addresses, emails, and authorized contact information up to date throughout the school year.

Please try to make your phone line accessible while your child is at school. To update your child’s emergency information at any point in the year, please contact your child’s preschool teacher, PRD staff, and update your emergency card on file at the site as needed.

Automatic Tuition Payments

A non-refundable first month’s tuition payment will be collected at the time of registration and a payment plan will be set up. The remaining tuition installments will be automatically charged on the 5th of each month.

Should you need to update your payment information on file, please contact PRD Staff at prdpreschools@piedmont.ca.gov.

Walking Permission Slip Form

On occasion, PRD preschool programs may take “walking field trips” to various local places, including through Piedmont Park, to the Piedmont Recreation Department (for classes meeting at the Piedmont Community Hall), etc. The staff will post a sign on the door stating their location and will notify the Recreation Department office in the event you need to pick up your child early from school.

Withdrawal from School

If a family decides to withdraw their child from a preschool program, **they must submit a 30-day advance written notice, via mail or email.** The family will be responsible for the 30 days of additional tuition prior to departure.

Please contact the Piedmont Recreation Department at prdpreschools@piedmont.ca.gov if you wish to withdraw your child from their preschool program. Upon receipt of written notice, PRD staff will contact your family to discuss your child's withdrawal date and final fees, to be adjusted from your school year payment plan. A confirmation will be emailed, detailing withdrawal dates and fees.

Drop Off & Pick Up

Arrival*

It is imperative that you arrive to school at your scheduled time. If you are going to be late, please contact your child's teacher directly or call the PRD Main Office at (510) 420-3070. Please notify your child's teacher prior to your arrival time if your child is going to be absent.

Staff will welcome and escort children into the classroom (parents may not enter the classroom, only current participants).

- Upon arrival, children will be required to wash their hands with soap and water.
- Children must arrive to school with sunblock on, sunscreen will not be applied by teachers.

Participants will be screened for fever or cough daily before entering the classroom and staff will take each child's temperature using a no-touch thermometer. Parents/Caregivers will sign-in their child and be asked a series of health screening questions each morning:

- Within the last 10 days, has your child been diagnosed with COVID-19 or had a test confirming they have the virus?
- Does your child live in the same household or have they had close contact with someone who, within the last 10 days, has been diagnosed for COVID-19 or had a test confirming they have the virus?
- Symptom Check: Does your child have any of the following (needs to be new or different symptoms than usual and not explained by a pre-existing diagnosis):
 - Fever (100.4°F/38°C)
 - Chills
 - Cough
 - Sore Throat
 - Shortness of breath/difficulty breathing
 - Fatigue or Muscle/Body Aches
 - Severe Headache
 - Congestion or runny nose
 - New loss of taste or smell
 - Children report food tastes "bad" or "funny"
 - Nausea or vomiting
 - Diarrhea
 - Seems sick or like they are starting to get sick

If you answer YES to any of the above questions, please refer to the **COVID Flowchart for Parents** for next steps.

Dismissal*

- Staff will escort children to their designated pick-up area and sign them out each day, parents may not enter the classroom.
- As much as possible, the same person should drop-off and pick-up your child each day

We realize that emergencies and unusual circumstances do occur which may result in your inability to get to your child's program for pick up at dismissal time. If you have an emergency or delay, contact your teacher directly or the PRD Main Office at (510) 420-3070.

**Arrival/Dismissal procedures subject to change*

Late Pick Up Fee

If a family repeatedly picks up their child late, a *Late Pick-Up* warning will be issued in writing. If it occurs again after the written warning has been issued the family will be charged \$2.00/per minute for all additional late pick-ups.

Disabilities

In compliance with law, the City of Piedmont will not discriminate against qualified individuals with disabilities in its services, programs, or actions. The Piedmont Recreation Department will only make reasonable accommodations for children with disabilities, and will be made based on the need of the child, as well as our staff training and ratios. Families are strongly encouraged to give 72-hours notice so that appropriate determinations of accommodations can be made. The Piedmont Recreation Department is legally required to conduct a personal interview with the parent in part to assess whether we can meet the child's needs.

Health and Wellness*

In order to keep our children as healthy as possible during the school year, we ask families to adhere to our department health policies.

Stay at Home Policy

Please observe our "Stay at Home Policy" and keep your child home when they have any of the following symptoms (even if a medical clearance has been given for your child):

- Fever (100.4°F/38°C) or Chills
- Cough
- Sore throat
- Shortness of breath or difficulty breathing
- Fatigue or Muscle/Body Aches
- Severe Headache
- Congestion, Continual Sneezing or Runny Nose: Cloudy or Colored Mucus
- Nausea or Vomiting
- Diarrhea
- Rash that has not been diagnosed as non-contagious
- Pink eye symptoms: Inflammation of lids and whites of eyes, thick discharge, blurred vision, pain and sensitivity to light

Should your child develop any of the symptoms above, please immediately notify the program via classroom email and prdpreschools@piedmont.ca.gov (see contacts section below).

Staff will be vigilant in monitoring symptoms of children and themselves and will notify a supervisor if they or a child is showing symptoms (listed above) of being sick. Children and staff who arrive sick or become sick while at school will be sent home immediately. Parents/guardians must be prepared to pick up as soon as possible should they receive notification that their camper is showing signs of illness.

Staff and children who become sick while at school will be isolated from others. One staff member will supervise any sick child(ren) in the isolation area until a parent/guardian arrives to pick them up. Children will be made as comfortable as possible.

If we are notified that anyone attending or working in our program has a confirmed COVID-19 case, we will notify all families immediately. Staff will follow up with County Health Services to implement contact tracing procedures.

Sick staff members and children may not return until they have consulted with their doctor about resuming public activities, and each of the following criteria has been met:

1. Their respiratory symptoms are improving
2. They have had no fever for more than 24 hours without the use of fever-reducing medicines

A record that a doctor was consulted may be required to be readmitted into any programs.

IF YOUR CHILD HAS ANY PRE-EXISTING CONDITIONS (Asthma, Allergies, Rash, Eczema, Poison Oak, etc.) PLEASE SEND A DOCTOR'S NOTE AHEAD OF THE START OF THE SCHOOL YEAR.

Travel Guidance (COVID-19)

Please refer to the Centers for Disease Control (CDC) for [current travel guidance](#). PRD staff will review guidance prior to holiday breaks and will communicate with families should conditions change.

Immunization Policy

To attend Piedmont Recreation Department Programs, children must have current immunizations as required by California State Law. Parents/Guardians must present their child's Immunization Record as proof of immunization prior to the start of the program. This information is included on the Physician's Report, or similar physician report (ask your health provider for details), and submit with your registration paperwork.

We may admit a child who is lacking one or more required vaccine doses if the dose(s) is not currently due on the condition that they will receive the remaining dose(s) when due, according to the schedule below. PRD Staff will review records to make sure this occurs. If the maximum time interval between doses has passed, the child may not be admitted until the next immunization is obtained.

The following are required immunizations as per California State Law:

Immunizations (shots) required to attend childcare, by age:

Age When Entering Immunizations	(Shots) Required
2-3 months	1 each of Polio DTaP Hib Hep B
4-5 months	2 each of Polio DTaP Hib Hep B

6–14 months	3 DTaP 2 each of Polio Hib Hep B
15–17 months	3 each of Polio DTaP 2 Hep B 1 MMR: on or after the first birthday 1 Hib: on or after the first birthday
18 months–5 years	3 Polio 4 DTaP 3 Hep B 1 MMR: on or after the first birthday 1 Hib: on or after the first birthday 1 Varicella (chickenpox)

Receipt of the dose up to (and including) 4 days before the birthday will satisfy the child care entry immunization requirement.

If a child had chickenpox disease, and is indicated on the Immunization Record by the child's physician, they meet the requirement.

This is required only for children who have not reached the age of 4 years 6 months.

Participant Behavior

A main goal of our program is for each child to have an enjoyable and quality experience at preschool. A contributing factor is the individual child's participation, which must follow certain behavior guidelines and general rules in order that the entire group can function together. It is important to understand that children come to us from many different backgrounds and a variety of parenting styles.

Within each age group there is a wide range of physical, cognitive, emotional and social development. Children in preschool are just beginning to learn and refine these skills. At times, there may be conflict in the classroom, either between children or possibly between the teacher and child. These are "teachable moments" in which staff will guide children towards learning how to express themselves and communicate their needs, desires and wishes.

Teachers encourage the development of skills including: use of appropriate "inside voices", respect for one another, taking turns and sharing. The role of staff in the classrooms is one of providing guidance. This is a process which includes modeling appropriate behavior, positive reinforcement and redirection. If the behavior deems it necessary, the process may include removal of the child from the classroom or being sent home for the day. When a child is demonstrating inappropriate behavior, or is involved in a conflict with another child, staff will document this behavior in an Incident/Injury Form.

The parents of all children involved will be asked to acknowledge their child's behavior by signing the Incident/Injury Form. If the severity or frequency of the behavior is deemed detrimental to others or to the staff's ability to implement the program, a conference may be scheduled with the Recreation Supervisor.

Participant Dismissal Policy

It is our goal to work in partnership with parents to address areas of concern regarding your child. Parents will be informed of any challenges or concerns by staff. Staff will work with parents to determine a plan of action towards a resolution. If the problem continues, a conference will be scheduled with the Recreation Supervisor to discuss all possible options, one of which may be dismissal from the program. Your child may be dismissed from the program if:

- Staff determines that the preschool experience is too stressful for your child.
- Staff determines that your child's physical behavior is putting the other children at risk of physical harm.
- Discipline or behavior challenges are requiring excessive staff time or added staff is necessary for one-to-one attention for more than two continuous weeks.
- Your child has frequent bathroom accidents over an extended period of time.
- Continued tardiness in picking up your child.
- Failure to comply with Health and Wellness Policies
- Failure to complete and return required preschool paperwork.
- Non-payment of tuition and late fees.
- Inappropriate or unauthorized use of PRD preschool program participant's personal information.

Holidays and Non-School Days

The following are a list of dates that preschool programs will **not** be in session:

Labor Day	Monday, September 5
PRD Staff Development Days	Monday, October 10
November Break	Monday–Friday, November 21–25
Winter Break	Monday–Friday, December 26–January 6
MLK Jr. Day	Monday, January 16
February Break	Monday–Friday, February 20–24
PRD Staff Development Day	Monday, March 13
April Break	Monday–Friday, April 10–14

Communications

Communications from School

Classroom messages and other notices will be sent electronically to your home email address listed on your emergency card and contact information. Please make sure this information is up to date.

Communications from Parents

A class roster is available in your child's classroom throughout the school year, please check in with your class teacher to make sure this information is accurate and/or updated. If your family prefers **NOT** to post (or have limited) personal information on these forms, please contact the Recreation Department at prdpreschools@piedmont.ca.gov. If an event occurs at home which may potentially influence your child's well-being at school, please inform your child's teachers. If your child will be absent, please notify your child's classroom.

Birthdays

If you would like to celebrate your child's birthday at school, we ask that you contact your child's program director the week before so that they can assist in planning the celebration. If agreed upon by the program director, please bring an individually wrapped treat (i.e. popsicles) for your child to share with their classmates. If you are having a party outside of our class celebration, and are not intending to invite all of the children, please email invitations directly to the home.

Cubbies, Personal Belongings and Clothing

Cubbies

Your child's cubby will be a space where they may keep their belongings. We will encourage your child to be responsible for caring for their personal belongings.

Personal Belongings

Beginning the first day, and each day after, please send your child with a backpack containing their food, beverage, jacket, and other belongings. Please be sure that **EVERYTHING IS CLEARLY LABELED** with your child's full name. This will be very helpful for everyone!

Please do not bring toys from home to school.

Clothing

Please send your child in comfortable, weather appropriate clothing that can get wet and/or dirty during art projects and mud or water play. As Bay Area weather can be unpredictable, we advise dressing your child in layers. We also recommend closed toed shoes that children can easily take on and off by themselves (i.e. Crocs, Velcro, Native, etc.).

Extra Clothing

On the first day of school, children should bring a complete set of clothing (including underwear, shoes, and socks) at school that will be stored in classroom cubbies. These extra clothes should be stored in a labeled gallon size plastic Ziploc bag.

Toilet-Training

Tiddlywinks Caterpillars & Butterflies: Participants enrolled do NOT need to be toilet-trained. Families are asked to provide a sleeve of diapers and two packs of unscented wipes at the start of the school year and again in January.

Hillside Playschool, Skipping Stones, & Pre-K: Participants must be toilet-trained (no pull-ups) prior to attending. If your child is newly potty-trained, multiple spare changes of clothes may be necessary. Children who repeatedly have accidents over an extended period of time may be asked to stay home from the program.

Snack (Labeled)

Children will have an opportunity to eat during their stay at preschool. Our bodies function best with healthy food and drinks; please pack only these types of food for your child.

Tiddlywinks: Snack & Light Lunch

Hillside Playschool, Skipping Stones & Pre-K: Snack & Lunch

We reinforce positive eating habits and encourage our children to learn about the importance of nutritional foods. Please pack foods your child enjoys eating and water in a sippy cup, water bottle or other familiar container.

Please do not send foods that need to be heated or prepared. Foods with high sugar content (such as candy and gum) are discouraged. Any left-over food will be packed and returned home each day.

Throughout the preschool years, children are developing more independence. One area where we notice the children are very determined to do things on their own is at snack/lunch time opening their own food. To minimize the frustration children may feel when opening items, here are some helpful tips to observe when packing food:

- Cut clits across snack bars and snacks.
- Start the first peel in fruit.
- Put food in containers and lunch bags that children can easily maneuver.

Suggestions for Snack/lunch (nut-free please):

- Half sandwich
- Sliced fruit and/or fresh veggies
- Cheese and/or crackers
- Yogurt with spoon
- Beverages (water is strongly encouraged in a non-disposable bottle)

Food Restrictions and Allergies

It is important to advise your child's teacher of any allergies or dietary restrictions that your child might have before the school year begins. This will help with planning for cooking projects and other food related activities throughout the school year. Thank you in advance for your cooperation.

Transitions & Saying Goodbye

Sometimes children will have difficulty with goodbyes. We know that social distancing and mask wearing may make transitions more difficult for some children. Before school begins, please talk to your child and let them know that they will be saying their goodbyes at the gate and that you will not be allowed to enter the classroom with them.

Any information you can share with us, in advance, about your child is much appreciated. Separation anxiety, including tears, is not uncommon for little ones and we will deal with each situation on an individual basis. Your child's feelings are valid, and it is appropriate to cry at times. Those tears help the child to release the anxiety and frustration of having to watch you go without them. We understand it can be very hard at times for you and your child to say goodbye. Tears and clinging may not make leaving easy. Lingering too long may put doubt in your child's mind about what is supposed to happen next. When it's time to say goodbye, assure your child that you will be back, assure them they will be OK, assure them it's OK to feel what they're feeling, then say goodbye and leave. As a general rule, always tell your child you will return. **Positive goodbyes are best** and we will look forward to seeing you later at pick up time.

Parking

Parking during preschool drop-offs and pick-ups can be a challenge as there are multiple classrooms arriving and/or departing at the same time. The following are recommendations, based on your child's classroom location:

Recreation Department & 801 Magnolia Avenue: Hillside Playschool

To manage parking expectations, and with the start of the Piedmont Community Pool construction, parking will be challenging throughout the school year. The Recreation Department has a designated pick up/drop off spot in the front of the building to be used responsibly by participants. We recommend arriving a few minutes early to secure a

spot around the block and waiting in your car until class begins. Please do not arrive **before** class begins, staff is busy preparing for the day's activities.

Use of the Piedmont Recreation Department driveway is strictly prohibited and should **only** be used by authorized employees with a Piedmont Recreation Department vehicle. There are many blind spots that surround the building, and for the safety of the children, parents and staff of the Recreation Department, please do not use the driveway as a parking spot or pass-through driving lane.

The Carriage House Parking Lot is designated for employee use only and those who do not have an authorized mirror hanger displayed may be cited by the Piedmont Police Department.

At pick up, a few spaces may be available that are labeled Permit A (priority for these parking spots ends at 11:00 am). Additional spaces around the block may also be available. Please note any City of Piedmont employee spaces as well as the two designated spaces at 801 Magnolia are unfortunately not available for use.

Piedmont Community Hall Lower Level: Tiddlywinks & Pre-K

There are several parking spots designated in the Community Hall parking lot for preschool drop off and pick up. We recommend that you arrive a few minutes early to park and walk down to the lower level. For the safety of the children and other pedestrians, **cars are not permitted to drive down the driveway to Community Hall.** Please do not arrive to the classroom before your child's class start time; staff are busy preparing for the day's activities.

Wildwood Elementary Schoolmates Portable: Skipping Stones

As this preschool program is housed at an elementary school site, parking may be limited during drop off/pick up. Please allow a few additional minutes to secure parking and walk to the Wildwood gate (located next to the upper play structure) to meet program instructors. Teachers will greet families and escort children to their program daily. During pick up, teachers will also meet families at the Wildwood gate.

PRD Preschool Contact Information

Program	Director	Location	Site Phone	Program Email
Tiddlywinks: Caterpillars Tues–Thurs	Alise Lanaux	711 Highland Avenue, Lower Level	(510) 597-0476	tiddlywinks@piedmont.ca.gov
Tiddlywinks: Butterflies 1st Semester: Mon/Tues/Thurs; 2nd Semester: Mon-Thurs	Alise Lanaux	711 Highland Avenue, Lower Level	(510) 597-0476	tiddlywinks@piedmont.ca.gov
Skipping Stones Mon–Thurs	Fallon Spencer	301 Wildwood Avenue, Schoolmates Portable	(510) 420-3076	skippingstones@piedmont.ca.gov
Hillside Playschool Mon–Thurs	Kara Grover	801 Magnolia Avenue, East Wing	(510) 420-3070	hillsideps@piedmont.ca.gov
Pre-K Mon–Thurs	Lisa Bunn	711 Highland Avenue, Lower Level	(510) 597-0476	prdprek@piedmont.ca.gov
Recreation Supervisor: Katrina Morris			(510) 420-3072	kmorris@piedmont.ca.gov

We know that choosing a preschool program can be a difficult decision and we appreciate your trust in our programs and staff. We look forward to partnering with your family to make a safe and fun learning experience for your child.

Parents are always encouraged to ask questions and communicate with their child's teachers. Feel free to contact your Program Director with any preschool related questions anytime!