



City of San Marino Recreation

PRESCHOOL PROGRAMS

Parent Handbook



City of San Marino Preschool Program

Mission Statement

Our mission is to assist in the development of children physically, intellectually, emotionally, and socially through age appropriate play, music and pre-academic interactive activities. We strive to provide a safe and nurturing environment that our students feel welcome and comfortable to learn in.

Recreation Supervisor:

Angie Padilla (626) 403-2210

apadilla@cityofsanmarino.org

Monday – Thursday: 8:00a.m. – 3:00p.m.

Friday's – 8:30a.m. – 1:30p.m.

Recreation Specialist:

Doreen Booth (626) 403-2202

Dbooth@cityofsanmarino.org

Monday – Thursday: 8:00a.m. – 2:00p.m.

San Marino Preschool Program

1560 Pasqualito Drive

San Marino, CA. 91108

Tax ID#: 95-6000783

School Hours

San Marino Preschool Program is open Monday-Friday. School begins promptly at 9:00a.m. and ends at 12:00p.m. If your child is not picked up from their classroom fifteen minutes after class is dismissed, you will be charged a late pick-up fee of \$25 for the first 15 minutes, and \$1 for each additional minute after that. Each child must be signed in and out each day. We require a written notice if you wish your child be released to anyone other than those designated on your Emergency Form.

Tuition/Payment Procedures

Tuition is due by the first of each month. **If tuition is not received by the fifth of the month, a \$25 late fee will be applied to your account.** Tuition payments are accepted by cash, check, money order, Visa, MasterCard, and Discover. Make checks payable to *The City of San Marino*. **If it is necessary to withdraw your child, parents are required to give a two week written notice to the office.** If a child has attended any part of a month, you will be charged the full month's tuition and tuition for that month is **non-refundable**.

Bounced Checks

If a check is returned for non-sufficient funds, there will be a \$25 bounced check fee which will need to be paid in cash. As a result of the bounced check, your child's future tuition payments will need to be made by cash or credit card.

Emergency Procedures

It is mandatory that all children attending the City of San Marino Preschool Program have a **comfy kit** at school. These kits are made up by the parents and could contain: small packet of Kleenex, note of encouragement (letter from you to your child), picture of your family, small toy or book, non-perishable snack (granola bar), water bottle, juice box, and light stick. These supplies are just suggestions. You may add whatever you feel would help make your child feel more comfortable.

In the event of an earthquake or other natural disaster, children will be kept at school under care and supervision, until the parents or **authorized** persons pick them up. After a disaster, please go to our pick-up tent which will be located at the south east corner of our parking lot. At our pick-up tent we will check-out your child to you.

Should it be necessary to evacuate the campus, children will be taken to: San Marino Middle School or Crowell Public Library.

Fire, Earthquake and Lockdown drills are practiced regularly so that everyone knows exactly how to do “what”, “where”, and “why”. If any of these should occur, the faculty will follow the City of San Marino Recreation Departments emergency procedures and lead the children to an assembly area on the school’s playground. All *Emergency Authorization Forms* must be on file in the school office for each child. **Parents are responsible for keeping the school informed of any changes in emergency information during the school year.** Your child will not be released to anyone that is not on your *Emergency Authorization Form*.

Toilet Training

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. During toilet training, we ask that the child be dressed in “user friendly” clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps and zippers, and overalls. These are difficult for a child to remove “in a hurry”.

Arrival and Departure

Children are to arrive clean and fed. We will try our best to send your child home with a clean diaper, and would appreciate the same consideration when you drop off. It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. Past experiences show that children are nearly always quick to get involved in play or activities as soon as parents are gone.

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate on the child’s emergency form. If someone other than the people on the emergency form comes to pick-up your child, we **MUST** have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them then we will need to ask for identification.

Absences

Childcare fees are based on enrollment (a reserved spot), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason.

Clothing/Lost and Found

When dressing your child for school, please remember that they are in school to have fun, not to stay clean! Choose clothes that allow children the freedom to enjoy both play equipment and the materials available for art and science projects. To help children become more independent, clothing that is easy to pull-up and down for toileting is recommended. **In case of an accident, please make sure that your child always has a change of clothes in their cubby. All sweaters and jackets should be labeled with your child's name. If you find something (clothing, toys etc.) that you or your child accidentally brought home, please return it to the Recreation Office and we will put it in our lost and found. Thank you for your cooperation.**

Health and Safety

All children entering preschool are required to have an up to date immunization card with a TB test on file by the first day of school. Below are some guidelines on helping to keep your child and other children as healthy as possible.

1. Please do not send your child to school if he/she is not feeling well in the morning before school or is showing any signs of illness such as congestion, runny nose, coughing, sore throat, headache, stomach ache, or ear pain. If your child has an illness that requires medication such as Tylenol, cough syrup, cough drops, or a decongestant, the child should stay home. It is best to keep your child at home and send him/her to school later if he/she feels better than to send him/her to school hoping he/she will recover.
2. If your child has a temperature, please keep him/her at home at least twenty-four (24) hours after the temperature has returned to normal.
3. If your child has vomited, please keep the child at home at least twenty-four (24) hours after the last bout of vomiting.
4. Do not bring your child to school if they are congested or coughing up phlem. In addition, the discharge needs to be clear. If your child's discharge is green, we will call you to pick up your child.
5. Please notify the office if your child develops any contagious illness. Contagious illnesses include strep throat, chicken pox, impetigo, scarlet fever, and pediculosis.
6. If your child requires an epipen or an inhaler, please see the office to fill out the required medical forms.

School Behavior Development

We keep the rules at school as simple as possible. Basically these rules fall in two areas. (1) We do not permit actions that will harm anyone, and (2) we will not permit inappropriate use of equipment. That is, blocks, toys and sand are not for throwing; tricycles are not for crashing.

We will try to discipline the children by reasoning, re-directing, and if necessary removal. We reason and talk with the children about the results of their actions and try to explain feelings. We re-direct them (or the whole group) to different activities in different locations. We may contact the parent if a child becomes extremely upset or unable to participate in class. We try to teach the child to be responsible for their own actions. We teach them to use their words.

However, ensuring the safety of all children is our most important job. Should a situation or situations arise that compromises the safety of the children, further action may be required and dismissal may occur. Please speak with the Recreation Supervisor if you have any questions regarding these issues.

When a child is upset or is crying for more than 20 minutes, we will contact the parent or guardian to pick the child up.

Thank you for choosing our program. As your child grows and experiences new things, we take pride in being part of his/her early childhood experiences. If at any time you have questions, comments or suggestions please speak with the child's teacher – either before or after class if time permits, or by making an appointment. If you would like to discuss anything further, you may contact the program director.

Personal Belongings

It is the school's policy that children not bring guns, war toys, weapons, candy, gum, money, or other valuables, or any object that is easily broken to school. "Comfort toys", stuffed animals, or a special blanket may be brought and stored in the child's cubby for the morning. This may be especially helpful during the first few weeks of school. We are not responsible for any loss or breakage of personal items must be marked with the child's name.

Snack

Parents bring snack on a rotation basis. At the beginning of the year you will need to sign-up to bring 2 boxes of non-perishable snacks. You will also need to sign-up to bring 2 gallons of 100% fruit juice. Some snack suggestions are: Fruit Cups, Cheese-Its, Raisins, Pretzels, Granola Bars, Vanilla Wafers, and Animal Crackers.

School Photos

In October, the children will have an opportunity to have their pictures taken by a professional photographer. Class photos will also be taken at this time. We will notify you in September the dates of Picture Day.

Gift Giving

All employees of the City of San Marino are unable to receive gifts from the community, vendors, etc. Because the preschool staff are city employees, they are responsible to adhere to the same policies and guidelines as set by council and city government. It is understood that although we charge fees and create revenue that assists with offsetting costs in this programming area, the recreation staff salaries are supported at some level by the City general fund-which includes taxes and fees paid by the community. As a “servant” of the community, we are all doing are jobs and getting paid to do them.

Parents and children are always welcome to show their appreciation (but never expected). Gifts can include very small and homemade items, donations of food/party items and general donations to the classroom. We love that you are appreciative of our programs and staff and are thankful that you are a part of our preschool family.

Pets on Campus

To ensure the safety of our students, pets are not allowed on campus at any time or the front of the school during drop-off and pick-up. Pets may occasionally be brought to school for sharing in the classroom or at assemblies with prior permission from the office. Any pet brought to a classroom or assembly must be on a leash or properly caged.

Comfy Kit

In the event of an earthquake or other natural disaster, every child is required to have an earthquake kit in their classroom. Some suggestions for supplies are:

- *small package of Kleenex
- *note of encouragement (letter from you to your child)
- *picture of your family
- *small toy or book
- *non-perishable snack (granola bar, energy bar)
- *bottle of water
- *juice box
- *light stick

Please put supplies in a large zip-lock bag labeled with your child's name on the front and return it to your child's teacher. This kit belongs to you and will be returned to you should your child leave our program. In the event of a disaster, children will be kept at the school under care and supervision, until the parent or authorized persons pick them up.

What to bring on or before the first day of school:

- Emergency Form**
- Registration Form**
- Immunization Record**
- Comfy Kit**
- Extra Clothes**
- Diapers or Pull-ups/Wipes (For toddler and twos & threes class only)**

2016/2017 Calendar

2016

August

15th - School Starts

September

5th - Labor Day (No School)

19th & 20th - Picture Day

October

27th & 28th - Halloween Party

November

11th - No School-Observe Veterans Day

24th - Thanksgiving (No School)

25th - No School

December

15th - Holiday Program

26th - January 2nd

2016

January

3rd - Return from Winter Break

16th - MLK Jr. Day (No School)

February

13th & 14th - Valentine's Day Party

20th Presidents Day (No School)

March

20th - 24th Spring Break

April

12th & 13th - Spring Parties

May

29th - Memorial Day (No School)

June

1st - Last day of school