



2020 Discovery Kids Preschool Practice Parent Handbook

Ages: 3-5

Cordova Recreation & Park District
2729 Prospect Park Drive, Suite 230
Rancho Cordova, CA 95670
916-369-9844

Welcome

Thank you for enrolling your child into Cordova Recreation & Park District's (District) Preschool Practice program! The District strives to serve and meet the needs of its community by providing an affordable option for supervised care for children. We recognize this year our program looks a bit differently than years past; however the District remains dedicated to providing care that focuses on the health and safety of children and staff. The Discovery Kids Preschool Practice program (program) provides a place for children to learn through play, build social skills and make new friends.

This year will involve experiences, procedures and protocols that are new to both families and staff. To ensure the best possible experience for your child, we ask that you carefully review this handbook as it contains important information to help you prepare for this program. We also ask for your understanding that our program is continually evolving, and practices and procedures may change as updated guidance and better practices are identified. The guidelines and protocols outlined in this handbook provide the minimum standards that must be achieved to operate childcare programs in accordance with the physical distancing and sanitation protocol as defined in the existing Order of the Sacramento County Health Officer. These guidelines align with the CDC Interim Guidance for Childcare Programs. These guidelines are subject to change based on changes in local, state and federal direction related to COVID-19. After reviewing the registration packet, additional questions, comments or concerns can be addressed by contacting Recreation Coordinator, Shelly Romer at sromer@crpd.com.

We hope your family enjoys their time in our preschool practice program. Our team has put together a compressive schedule to make the most of our time together. We are looking forward to the fun and joy as we get to experience this year together!

Warm Regards,

Brandi Dionne
Recreation Supervisor II

Shelly Romer
Recreation Coordinator

What is Preschool Practice?

The Discovery Kids Preschool Practice is a modified variation of the Discover Kids Preschool Program. During these unprecedented times the District wanted to offer an alternative for families to participate in preschool but without the commitment of the full school year. Preschool Practice is broken into two-week sessions to allow students the opportunity to participate in school and allows us the opportunity to make modifications to the program quickly as directed by the health professionals. Students will receive the similar learning opportunities to the Discover Kids Preschool, just through modified practices.

Registration

Registration is available in person at the Hagan Community Center or by calling 916-369-9844. The Student Information Form will need to be submitted prior to the start of program, it can be emailed or handed in on your first day. Information collected includes, but not limited to: emergency contacts, individuals authorized to pick up, medical information and other relevant behavioral and health information. You can complete the form and submit it via email to sromer@crpd.com. If you're unable to complete the form prior to the start of program, please allow yourself extra time to complete the Student Information Form on your first day during drop off. Please be aware if you wait until the first day to complete the form there may be a significant delay in checking your child in to program that morning.

You may register for a single two-week session. We will not hold spaces without payment and may decline registration for safety reasons if the staff/child ratio has reached its maximum. This is a recreation preschool program operated by the Cordova Recreation & Park District; we are not a licensed childcare facility.

Photos may be taken of the program for publication in our activity guide, Facebook page, website and other promotional use. Please note on the Student Information Form if you object to your child's photo being used.

Childcare Clusters

A cluster refers to a small group of children who will remain together for the two weeks of the session. Each cluster will be led by staff dedicated specifically to that group of children. The program is supervised by a Recreation Supervisor and managed directly by a Recreation Coordinator. Each cluster will be staffed by at least one Preschool Instructor and one aide. Staff are trained in a variety of different areas such as CPR & First Aid, sanitation and COVID-19 prevention protocols, behavior management, age appropriate activities and keeping the program fun!

Health Polices and Recommendations

The current Sacramento Health Order recommends excluding children who have underlying

medical conditions that could put them at higher risk for severe illness from COVID-19. Children in this category should consult with their doctor before enrolling in this program. Children with allergies, medical conditions, disabilities or other pertinent health related information should include this information on their Student Information Form and emailing the Coordinator is recommended (sromer@crpd.com).

Health Screenings

Daily health screenings must be conducted at home every morning prior to dropping your child off at program. Children with a temperature of 100.4° or higher or are exhibiting any of the following symptoms will not be permitted to attend program. Symptoms include: cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, new loss of taste or smell, sore throat and/or vomiting.

Upon arrival, children will have their temperature taken with a touch less thermometer and families will be asked a series of questions; verbal parent reports will be recorded by staff before the child is permitted into the facility.

Throughout the day, if a child experiences symptoms of illness at any point, the District will contact parents/guardians and require immediate pick up from the program. Children will be taken to the resting area while they wait for pick up.

COVID-19 Modifications

Facilities and Equipment

In addition to daily deep cleanings, frequent disinfection of highly touched surfaces will occur throughout the day, including but not limited to equipment, tables, chairs and restrooms. EPA approved disinfectants and cleaning products will be used by staff. The program will have their own designated spaces that are physically distanced from any other program or non-childcare activity. Dedicated spaces include:

- Indoor home base
- Restroom
- Outdoor activity time
- Resting area

Child and Staff Hygiene

Children and staff will be expected to follow the below protocols regarding hygiene and prevention while at program:

- Children should be prepared to wear a face covering during certain times during the day, mostly during indoor times or when physical distancing may not be possible.
- All children and staff should engage in proper hand hygiene at every transition. After assisting children with hand washing, staff will wash their hands. Signs will be posted describing hand washing steps near sinks. Hand sanitizer will be used if soap and water is not readily available. Children will be supervised when using hand sanitizer and when washing their hands. Hand washing will take place at each transition.

- Children will be required to keep their hands to themselves and physical distancing will be encouraged. Children may come into close contact with others in their cluster.
- Toys and equipment will not be shared amongst other programs.
- All children and staff should cover coughs and sneezes with their elbow and wash hands right after doing so.
- **Children must bring their own snacks. No one will be allowed to share food.**

Isolation- Sick Child and Staff Protocol

Sick children and staff are required to stay home and will not be allowed to participate in program. "Sick" is someone exhibiting, but not limited to, the following symptoms: cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, a new loss of taste or smell, sore throat and/or vomiting. Should your child develop any of the symptoms above, please notify Brandi at bdionne@crpd.com immediately.

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

Staff and children who become sick while at program will be isolated from all others. One staff member will maintain physical distance of at least 6 feet and will supervise any sick children in the resting area until a parent/guardian arrives to pick them up. Children will be made as comfortable as possible. If a cluster has a COVID-19 confirmed participant, District protocol will be followed. Sick staff and children may not return until they have consulted with their doctor about resuming public activities. A record that a doctor was consulted will be required to be readmitted into any programs.

Non-COVID-19 Health Related Concerns

All health-related concerns should be noted clearly on your Student Information Form. We also recommend when possible speaking directly to the Supervisor.

Please help us by only sending a healthy child to class. If your child is sick the night before with flu like symptoms (fever, vomiting, diarrhea, chills, etc.) please keep them at home a full 24 hours to give them enough time to recuperate before returning to program. Mucus is to be expected, however if your child has mucus that is green please keep them at home until their nose stops running. If your child does not feel well when they get up in the morning please DO NOT send them to program hoping they will feel better as the day wears on, they usually will not. If you do not want your child to go outside during playtime please keep them at home. We do not have the staffing to keep someone in the classroom with sick children. Your help in this matter is appreciated.

If your child is exposed to lice or any communicable disease such as pink eye, measles, chicken pox, etc., please notify the site immediately so that incubation dates are verified and the health of all

children concerned may be protected. Names of sick children will not be provided to parents. Only the type of illness, possible symptoms and exposure dates will be given to parents. This is a courtesy to every parent to make them aware of any illness their child may have been exposed to. It also helps to reduce the risk of the spread of communicable diseases to ensure every child's health and safety. Some conditions that are contracted through person-to-person contact may require a doctor's release prior to the child returning to class. Please see your child's teacher for more information. We want to keep you as well informed as possible and ensure every child's health and safety while participating in our program.

Medications

Children who take medication during program hours should bring it in a container inside their backpack. The container should be labeled with the child's name and the medication **MUST BE LABELED** with the child's name and content. Children can be reminded to take medication, but they are responsible for doing so. Children with life threatening conditions such as asthma, food allergies or bee sting allergies should keep their medication with them at all times. The medication portion of the Student Information Form must be completed for children taking or carrying medication at program. Staff cannot administer or hold onto medication unless arrangements have been made ahead of time with the Recreation Coordinator.

We will make every reasonable effort to comply with the Americans with Disabilities Act. If your child requires accommodations, please call us in advance at 916-369-9844.

General Program Information

The District will offer childcare in accordance with the physical distancing and sanitation protocol as defined in the existing Order of the Sacramento County Health Officer. Children attending the program will spend the majority of time outdoors, however, an indoor environment is available for children during inclement weather and poor air quality days. Children will participate in a variety of games, activities, art and dramatic play!

Schedule

Staff set an intentional and varying schedule for the program where students will get to participate in a variety of activities. Some activities may be modified to keep physical distancing. Part of the experience is learning that while we can do fun things we know we like, trying something different or new can also be exciting! A schedule will be provided to you prior to the start of program.

Lost and Found

We ask that you label all your child's belongings so that we can do our best to return lost items to the right person. Parents/guardians will not be permitted to enter the childcare area; therefore, lost and found bins will not be available to check. Staff will remind children at every transition to collect all their belongings and do their best to sweep the areas and identify/return missing items. All items not returned to children by the end of the session will be donated.

Cancellations and Transfers

Cancellations or transfers will not be permitted once the session starts, refunds will not be provided except for medically documented reasons. Daily registration will not be allowed, all children will need to be registered for the full session.

Late Pick-Up Policy and Fees

Late pick-ups are not permitted. As detailed in this handbook, the program will have a strict designated pick-up window and failure to arrive during that window will require a parent to call the office for a special pick-up and will result in a delay before your child can be released. If you need to pick up your child prior to the pick-up time please call the office to prearrange pick up.

Anytime a child is picked up after their regularly scheduled pick-up window a late pick-up fee will be charged. Late pick-ups will result in a \$1.00 per minute fee. *Example: If your pick-up window is between 11:30 and 11:45 a.m. but your child is picked up at 12:05 p.m. it will result in a \$20 late pick-up fee.* The fee will be added to your family account and children will be unable to return to program until fees are paid in full.

Drop-Off and Pick-Up Windows

Detailed drop-off and pick-up information will be provided to you prior to the start of program. Procedures will be very specific and must be followed stringently. Any exception must be approved by the Coordinator and will require calls for children to be brought to the drop off/pick up area.

Non-childcare staff, including parents/guardians, are not permitted in the facility and/or surrounding areas used for program. Special drop-off and pick-up procedures have been put into place to reduce possible exposure and prevent close congregation. Children must be accompanied by a parent/guardian at drop off to verify health screenings. It is requested that the same parent/guardian drop off and pick up as often as possible to limit interactions with multiple persons in the cluster. Face-coverings should be worn during drop-off and pick-up.

Check-In (Drop-Off)

At the program location, a curbside area will be identified as the drop off/pick up area. Families are encouraged to remain in their vehicle when possible and answer staff questions from their car. Lines will identify where staff will stand during check in procedures. Families must arrive within the designated window for their cluster. Children must have all required forms and arrive clean with washed hands and clean clothes.

Pick-Up

Staff will record the time and who picked up your child at the end of the day. Adults must be on the authorized pickup list and have a photo ID available for staff to verify identity. Early pick-ups will only be allowed at the discretion of the Coordinator and only for essential activities, not for family convenience. Families who arrive outside of the pick-up window must call the office phone number and wait in their vehicles until their child can be released safely.

Session Information Sheet

You will receive a session information sheet provided that will provide with detailed drop-off and pick-up information, session themes, special subject matter, information for families and contact information. This is a great tool to help you keep track of timelines and essential dates for the preschool practice program. Preschool lessons throughout the session will tie into the current theme.

Communication: Bloomz

Families will be able to communicate via the Bloomz app. Bloomz is a great tool to be in direct contact with the program, you'll be able to message staff, receive daily updates, share photos and access the activity calendar. You will be able to sign up for Bloomz.net through an invite that will be emailed by the Recreation Coordinator.

Birthdays

Birthdays are important days to children and our staff enjoying sharing this special celebration. We sing, "Happy Birthday," to children during snack time and have a birthday sticker for them to wear. The teacher will be more than happy to help plan your child's birthday classroom celebration. Please speak with your teacher if you prefer not to have a classroom celebration.

Program Expectations

We have a few rules to keep children, staff and our facilities safe. Rules will be discussed every Monday with reminders throughout the week.

Please review with your child prior to the start of program:

- Follow directions; listen to, respect and cooperate with others
- Respect the park, facilities and animals
- You must wear shoes at all times at program
- Do not bring toys or valuables from home
- No sharing of food with students or staff

Student Behaviors

We realize children will sometimes have a difficult day; they may become aggressive with other children, have a hard time listening or make unsafe choices. Our first approach is always through positive communication to aid in problem solving skills, appropriate emotional behaviors and healthier self-direction. When this proves ineffective, we have a three-step process that all staff follow.

1. Redirection: focuses on the intent of the behavior and allows the child to change course of their actions in a safe manner.
2. Limited Choice: if the behavior persists, the child is then given two appropriate choices from the staff. Each choice is a safe resolution to the problem at hand.
3. Removal from the activity: if the child is still not able to make a safe choice then the teacher will remove the child from the activity and refocus their energy until the child is ready to make safe/kind choices.

In the event of a major disruption, the parents will be contacted and a possible conference can be held to discuss a solution.

Restroom

To enter the Discovery Kids preschool program your child is required to be completely potty trained before the first day of program. **Pull-ups and diapers are not accepted nor may be used at preschool.**

A child that is completely potty trained will be able to:

- Identify the specific signs from their body that it is time to use the restroom
- Make the decision to stop their current activity and go to the restroom
- Undress and dress themselves
- Thoroughly wipe and clean themselves after using the restroom

Teachers are available to assist with buttons and zippers. If a child needs help, the teacher can talk the child through the process, but they cannot enter the restroom stall with them.

Accidents

We understand that accidents can happen, and it is a natural, normal process during early childhood. We will talk them through removing their soiled clothing and then place the soiled clothes into a plastic bag and change into clean clothes. We do not have spare clothes, please send a clean pair of weather appropriate clothing for your child to change into in case of an accident. These clothes can be left in their backpack or cubby in a Ziploc bag with their name on it.

Things to Bring

- **Play Clothes** – Children should wear clothes that you are comfortable with them getting dirty. Please feel free to pack a change of clothes for your child if needed.
- **Shoes** - Children must arrive with closed-toed shoes to be able to run in and clothing that can get dirty.
- **Backpack** - Please ensure that your child's bag is light enough to carry. Two shoulder strapped bags are suggested. Their spare clothing and snack should be kept in their backpack.
- **Snack** - Children will need to bring a healthy snack. Morning snack is near 10 a.m. Snack sharing is prohibited.
- **Water** - Refillable water bottles are recommended. Water breaks are encouraged throughout the day to keep hydrated. Staff will assist with refilling of water bottles.

VERY IMPORTANT: The majority of the child's day will be spent outside and we want them protected as much as possible, water, sunscreen and hats are encouraged.

What NOT to Bring

We are not responsible for lost, damaged or stolen belongings. Toys, valuables and electronics are

not allowed.

Emergency Procedures

In the event of an emergency all staff have your child's safety as their top priority. In any event the parents will be notified as soon as possible, and we will try to provide as many details as possible. The following will describe the actions taken for each potential emergency.

Lockdown Procedures

1. Teacher will gather all children and perform a headcount
2. Aide will escort children to the safest area of the room, away from all windows and doors
3. A white circle will be placed in the window of the door to alert approaching parents that we are in a state of lockdown
4. Teacher will do a final search of the room and collect the cell phone, classroom keys, first aid kit, emergency binder and sign-in sheet
5. Authorities will be contacted. Children will not be released to parents until the proper authorities have deemed the situation safe

Fire/Evacuation

1. Teacher will gather all children and perform a headcount
2. Aide will escort the children to the safest area of the site (backyard, grass area, front yard)
3. Teacher will do a final search of the room and collect the cell phone, classroom keys, first aid kit, emergency binder and sign-in sheet
4. Authorities will be contacted; children will not be released to the parents until the proper authorities have deemed the situation safe

Mandated Reporting of Suspected Child Abuse

By law the preschool practice staff is required to report any suspicion of child abuse. This is done discreetly, within established guidelines, and with the help of Child Protective Services.

Staff

Recreation Supervisor

The Recreation Supervisor is responsible for creating and/or implementing the program, the policies and the procedures necessary to ensure safety of staff and participants in addition to providing quality community enrichment. The Recreation Supervisor manages the administration and registration of the program along with customer service and satisfaction. The Supervisor also organizes and conducts the hiring and training process for staff.

Recreation Coordinator

Under the direction of the Recreation Supervisor, the Recreation Coordinator is responsible for the daily operations of the program, safety and supervision of all staff and participants, proper opening/closing of facilities and maintaining a supply inventory, forms and records, as needed. This position will assist in creating or improving themes, curriculum, policies, procedures and

scheduling. The Recreation Coordinator will also address any customer service or staff related issues.

Preschool Instructor and Aide

The instructor and aide are responsible for facilitating, initiating and leading children's lessons and activities. This position works directly with children and is accountable for their safety and supervision throughout the day's activities. The instructor and aid are expected to create and maintain a safe, enjoyable and fun learning atmosphere for children, as well as, be a leader and a role model for appropriate social and physical behaviors.

We are very proud of the quality of staff we have assembled for this program. Our staff is hired and trained specifically for these leadership positions. Candidates are screened through an interview process, a reference check and a Live Scan fingerprinting check for any criminal convictions. Our staff are certified in CPR and First Aid and undergo yearly training which include mandated reporting, activity training, leadership, problem-solving, managing behaviors and discipline and COVID-19 protocols. All have been selected for their enthusiasm, love of children and the particular skills and strengths they bring to the program.

Contact Information

You are always welcome to contact us at the Hagan Community Center, 916-369-9844, or by email with any questions, concerns, or comments:

Shelly Romer, Recreation Coordinator	sromer@crpd.com	(day-to-day needs or questions)
Pam Wickens, Administrative Assistant	pwickens@crpd.com	(billing)
Brandi Dionne, Recreation Supervisor	bdionne@crpd.com	(overall questions or concerns)

Thank you for choosing Discovery Kids Preschool Practice for your preschool needs. We look forward to a wonderful time with your child.

Updated: August 31 12 p.m.