

Dear Parents,

Welcome to the City of Antioch Recreation Preschool Academy! We are pleased to have your child enrolled in our program and thank you for allowing us to join you in providing the care and nurturing of your developing child. Please read this booklet in its entirety, as it will provide important information about the program we offer. The Recreation Coordinator is readily available by appointment to discuss any subject relative to your child's preschool experience or about the program in general.

Program Goals

Our goal is to instruct your child in the fundamentals of learning, surrounded by a healthy, structured, and caring atmosphere. We realize the importance of developing learning skills, and our program emphasizes that children learn best through play. The curriculum is based on developmentally appropriate activities that stimulate the creative, social, emotional, language and physical growth of each child. We provide a safe and nurturing environment where your child's need for discovery and development is recognized, while promoting self-esteem, self-awareness, self-determination.

Your child's daily routine will include various activities in art, music, math, pre-reading and writing skills, movement, and story-time. Our program strives to develop acceptance and appreciation of the similarities and differences between people and cultures. Our staff models appropriate behavior and assists the children in resolving conflicts in social interaction. Children learn to accept the consequences of the decisions and strengthen problem-solving skills.

Schedule

The Preschool Program generally follows the Antioch Unified School District calendar. However, the program does not close for teacher workdays or other miscellaneous school district closures. The program will close, in observance of all City of Antioch designated holidays. Please refer to the Antioch Recreation Activity Guide for the most current dates.

Daily Schedule A.M.

8:30A.M.	Arrive/Free Play
9:00	academic groups
9:30	circle, calendar, weather chart
9:50	free play activities
10:15	arts & crafts
10:45	snack
11:00	circle story time
11:10	outdoor play or gym time
11:30	closing circle, goodbyes, sign out

Daily Schedule P.M.

1:00P.M.	Arrive/Free Play
1:30	academic groups
1:50	circle, calendar, weather chart
1:00	free play activities
2:15	art & crafts
2:45	snack
3:00	circle story time
3:20	outside/gym
4:00	closing circle, goodbyes, sign out

Session, Days, Times, and Fees

The Morning preschool session begins at 8: 30a.m.and ends at 11:30 a.m. The afternoon preschool begins at 1:00P.M. and ends at 4:00 P.M.

NOTE: THERE WILL BE NO CREDITS, REFUNDS, PRORATIONS OR MAKE-UPS FOR LOST TIME DUE TO PERSONAL VACATIONS OR ILLNESSES.

Registration

Openings will be filled on a first-come, first serve, basis. Parents may sign up their children online at www.antiochca.gov or in person at the front desk at the Antioch Community Center. We must receive full payment before the first day of each new session. No child will be allowed to attend class with fees due. Once the Preschool Program is enrolled to capacity, a waiting list will be established. Please be advised children must be 3.25 years old and fully “potty” trained to be enrolled in our preschool program.

Each child will need to have an Emergency Contact form on file. Parents must fill out the entire form the first day attending class prior to leaving the classroom. Please be sure to include additional adults that will be picking up your child on the contact form (adults 18 and up with a valid photo ID).

If your child requires emergency medication such as an asthma inhaler or epinephrine to accompany him or her, please complete the Authorization or Emergency Medication. This form must be on file on your child’s first day of preschool.

Please update the staff with changes in contact or health information throughout the school year. Your cooperation and support is greatly appreciated!

Daily Sign-In and Out

Please plan to arrive at the scheduled time your child’s preschool class begins each day. Sign in at the desk outside of the preschool classroom. The teachers will open the classroom door when class starts. Parents can say goodbye at the door. Prior to entering the classroom, children can wait in the preschool lobby with their parents. To ensure the safety of each child in our care, all children must be signed in and out each day by a parent or guardian. If you are going to ask a friend or relative to pick up your child, be sure they are listed on your child’s authorized pick-up form and inform them of the sign in/sign out procedures. Photo identification needs to be provided before your child will be allowed to leave. Under no circumstances will a child be released to anyone not known to the school without authorization from the parents.

Late Fee Policy

For the morning class we ask your child to arrive no earlier than 8:25am (this is when the building doors open) and be promptly picked up at the end of class at 11:30am. For the afternoon class, arrive at 12:55 pm and pick up no later than 4:00pm. If you need to get your child out of the class during class time, please let the receptionist at the front desk know so she can call back to the classroom, the lobby doors are locked during class hours, the teacher will bring your child to the preschool lobby. For late pick up, a fee of \$10 for every 10 minutes late will be charged each time a parent/guardian or designated representative fails to pick up a child on time. This fee is due immediately. On the third occasion of being 30 minutes late picking up your child will not be allowed to continue in our program.

Snack

Your child should bring a nutritious snack with a drink to each class. Please label your child's name on his or her snack bag or box. Please avoid sending any peanut products to preschool, due to a high number of peanut allergies.

Behavior Policy

The Antioch Recreation Preschool Academy emphasizes positive reinforcement for appropriate behavior. A positive approach to child guidance will always be used. If a child misbehaves or is too upset to be responsive, a break or redirection to another area may be used until the child can regain self-control and return to regular activities. In the case of continued misbehavior, parents will be asked to pick their child up. Parents will be asked to meet with staff to discuss a plan to address their child's behavior. Appropriate behavior guidelines promote a healthy social and emotional preschool environment for all. We reserve the right to remove children whose lack of self-control makes him/her dangerous to him/herself or other children.

Health & Safety

For the health and well-being of your child, the following health policy has been adopted by our preschool. To be truly effective, this policy needs to support both the parents and preschool staff. Our goal is to ensure the health and protection of each child. We realize not all illnesses can be prevented. However, adhering to the following rules can help reduce the incidence and spread of many childhood infections:

Parent Responsibilities

To protect all children and staff, please keep your child at home if he or she has a cough, cold, fever, or stomach illness. Children are very vulnerable to germs, and we want to keep everyone as healthy as possible.

We ask parents to contact the preschool if your child comes down with a communicable illness including chicken pox, pink eye, head lice, measles, etc.

Preschool Responsibilities

Your child's health and safety are of prime concern in our preschool program. If your child appears to have any symptoms of illness staff will notify the family as soon as possible. Any accidents resulting in injury will be reported to parents immediately. Please note that in the instance of illness (chicken pox, pink eye, lice, etc.) staff will immediately notify all families.

Emergencies

In the event of illness or injury, we will attempt to contact you (or people listed) immediately to notify you of our actions. If necessary, we will call 911. We will continue to call parents until we make contact. It is to your child's benefit that you keep the preschool staff up to date on phone numbers, emergency contacts, and other pertinent medical information.

What to Wear

Please dress your child appropriately for the school environment. Children should be dressed for learning and play. Please consider your child's comfort when dressing him or her for Preschool. Your child will be painting, coloring and gluing. While we make every effort to work with washable mediums, clothes occasionally get messy. To facilitate easy bathroom visits, clothes should be simple and free of complicated fastenings. Shoes should be sturdy, comfortable and provide complete foot coverage, as your child will be running, jumping, and climbing on the playground. Closed-toed shoes are required due to safety and health reasons. Tennis shoes are recommended for the safety of your child.

Preschool Emergency Kit

To help us prepare for an emergency, we require each child to have an emergency pack. Our staff will keep extra food and bottled water on hand, but would like your child to have his/her own pack from home with the following items:

Please place items in a large zip lock bag with your child's name on it. These packs will be kept in a safe space with quick access.

-1 bottled water

-1 individual pack of crackers

-1 individual pack of cookies

-1 individual pack of fruit snacks

-1 small toy

-1 small story or something comforting

-a piece of paper or index card with your names, address, your child's name (first & last), phone numbers (home, work, cell)

An emergency kit should be brought at the beginning of each session.

Special Events

To enhance and increase your child's educational and social opportunities, the Preschool staff coordinate several special events throughout the year. Most of these events we consider to be extensions of your child's classroom experience and therefore are not open to parents and/or siblings.

Halloween Party (October)

-Our costume party is held on the closest day to Halloween during normal Preschool hours. Parents may join us for the last 15 minutes of class for photos.

Thanksgiving Feast (November)

-This mini feast focuses on the spirit of Thanksgiving: Friendship, Sharing, and Appreciation. The party is held before Thanksgiving during normal business hours. The feast is open to students only, giving them an opportunity to celebrate the friendships made within their preschool community.

Winter Holiday Celebration (December)

-Our Winter Holiday Celebration is the month of December focused on holiday traditions. Preschoolers are encouraged to share family traditions with their peers and teachers in the classroom.

Preschool Holiday Night (December) Families Welcome

-Preschool Families are invited to come together and enjoy the evening as preschoolers sing songs, make crafts, enjoy hot cocoa and treats, Santa Claus stops by for a visit. More details regarding this will be available in the December session.

Valentine's Day Party (February)

-Our celebration is held on the closest day to Valentines during normal Preschool hours. It's a fun time to share with friends, and practice writing our names!

Spring Egg Hunt (March or April)

-Our spring egg hunt will be held in the amphitheater, weather permitting, with a special visit from the bunny! Held during preschool hours. Parents may join us for the last 15 minutes of class for photos.

End of the Year Celebration (June) Families Welcome

-All preschoolers and families are invited to attend this celebration. Details regarding this event will be provided in May.

Student Birthdays (Enrolled students only)

-We happily celebrate birthdays during circle time and snack time. If you wish to send a special treat to celebrate your child's birthday, please send simple foods that are easy for children to handle. Cupcakes, cookies, muffins, and ice cream cups are snacks that are appropriate. (please do not send a cake) **ALL FOODS MUST BE STORE BOUGHT AND SEALED.** We cannot accept home-made foods. The teachers will add special birthday songs and a birthday crown to make this an extra special time for your child.

Water Play Days -Summer Months (Enrolled students only)

-Please send your child to preschool in a swimsuit with a towel and a change of clothes. Be sure to label all loose articles of clothing that you send in. Apply sunscreen prior to dropping your child off. Children will be playing on water tables and sprinklers; they will NOT be in swimming pools.

Concerns About your Child?

We are always available to speak to parents regarding any concerns or questions you might have about your child. Please feel free to contact your child's preschool coordinator.

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