

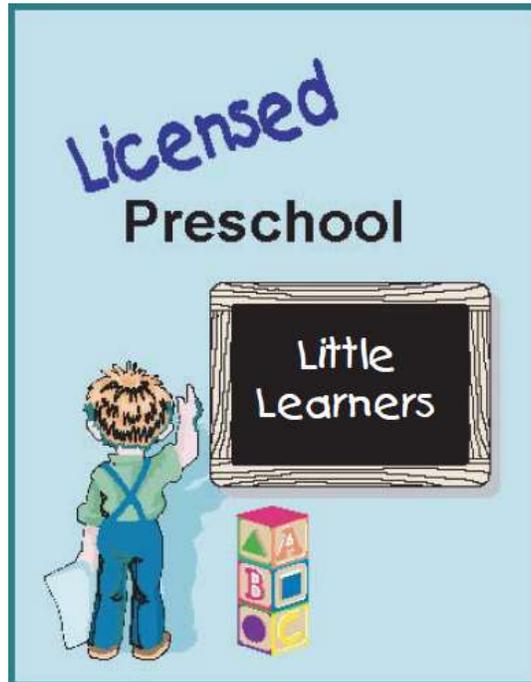


WHEAT RIDGE RECREATION CENTER

# Licensed Preschool Program

## PARENT MANUAL

2016-2017



PREPARED BY THE  
COLORADO PARKS AND RECREATION ASSOCIATION  
PRESCHOOL, LICENSING AND YOUTH CAMPS (P.L.A.Y.) GROUP



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RECREATION DIVISION  
TABLE OF ORGANIZATION

Joyce Manwaring  
Director of Parks and Recreation

Julie Brisson  
Recreation Manager

Stephen Clyde  
Recreation Program Supervisor  
303-231-1342

Beth June  
Recreation Coordinator  
303-231-1317

Licensed Preschool Specialist  
303-231-1327

Licensed Preschool Room  
303-231-1327

Wheat Ridge Recreation Center  
4005 Kipling Street  
Wheat Ridge, CO 80033  
303-231-1300

## WELCOME TO PRESCHOOL!

### Philosophy of the Licensed Preschool Program

At the Wheat Ridge Recreation Center we strive for a nurturing and joyful environment where children, families and staff come together to enrich and touch the lives of the future. The Licensed Preschool Program focuses on the whole child as we offer hands-on experiences that enrich and build each child's learning skills according to their age and ability.

### Eligibility for Participation

Little Learners participants must be between the ages of 3-5 years old.

### Children with Special Needs

The Licensed Preschool Program does not discriminate on the basis of race, color, national origin, sex, or disability. The Licensed Preschool Program is dedicated to supporting the Americans with Disabilities Act. If your child may require special accommodations for participation, please contact the Therapeutic Recreation Coordinator at 303-231-1317.

### Hours of Operation and Holidays Observed

The Licensed Preschool Program offers a Little Learners class on Monday & Wednesday or Tuesday & Thursday with a third day option on Friday and are open from 1:10pm to 4:10pm. In the summer months, the Licensed Preschool Program offers a more recreation based program running the same days and times as during the school year.

For the most part, the Licensed Preschool program classes follow the Jefferson County School schedule. Classes are not held on standard holidays and occasionally days that precede and proceed standard holidays. Fees include prorated holidays.

### Inclement Weather Procedures

**Snow Closure** - In the event of blizzard conditions during class hours, we remain open and attempt to keep regular class hours. If we lose electricity or heat we will notify parents to pick-up their child(ren). Please notify us if you're going to be late picking up your child due to the weather conditions.

Under most circumstances the Licensed Preschool Program will operate regardless of weather. If the weather is severe and the Wheat Ridge Recreation Center closes, staff will try to inform you in a timely manner. Please use the News and Radio stations as an information source for recreation closures. If the City of Wheat Ridge closes or when Jefferson County schools close, the Licensed Preschool Program classes will cancel. Please call the Wheat Ridge Recreation Center at 303-231-1300 to verify.

In cases of extreme heat when activities are scheduled outdoors, the outdoor activity time shall be shortened. The children will then be moved indoors.

In cases of rain, lightning, or a tornado warning, the activity will be moved indoors to the Recreation Center. The Recreation Center has located the best option for a tornado shelter for the Licensed Preschool Program as the Women's bathroom just off the lobby.

If the center closes due to weather or for any other reason, parents will be notified by telephone.

### **Admission and Registration of Children**

For exact registration dates for the School Year and Summer session, please see a current activities guide. All classes offered through the Licensed Preschool Program have a maximum of 15 children. Classes must meet a minimum number of 9 students registered to be held. The Licensed Preschool Program offers a school year session, September - May, as well as a summer session which runs from June - August.

Participants must register in person at the Wheat Ridge Recreation Center, 4005 Kipling St, during normal hours of operation and pay the program fee by cash, check or VISA/MasterCard/Discover.

Monday - Thursday	5:00am - 10:00pm
Friday	5:00am - 6:00pm
Saturday	7:00am - 8:00pm
Sunday	10:00am - 8:00pm

Please remember that programs fill up quickly - to ensure a spot for your child, it is important that you register in a timely manner.

Full payment or 1<sup>st</sup> month's installment is required at the time of registration. The Wheat Ridge Recreation Center accepts the following methods of payments cash, check, money order, or MasterCard/Visa/Discover. Please make checks payable to **City of Wheat Ridge**. If you choose to make monthly payments you must set up an installment billing program using your credit card, which will be automatically deducted the first business day of each month.

### **Identifying Where Children Are at All Times**

Lesson plans are given out to parents and changes are given out as they occur. When children are out of the Licensed Preschool Program room a sign will be posted on the door as to where the children can be found.

### **Discipline**

In order to make the Licensed Preschool Program a positive experience for all children, we ask that three basic principles be observed:

- Keep yourself safe
- Keep others safe
- Keep the materials and equipment safe

When a child does not observe the expected guidelines, the Preschool Staff will discuss an appropriate plan of action which may include any or all of the following steps:

- Separate the child from the group for an age appropriate amount of time.
- Discuss with the child the inappropriate behavior before they return to the group.
- Parents will be notified of any problems during the class.
- Staff will document all behavior problems.

Teachers use positive methods of guidance that encourage independence and a sense of responsibility. Redirection is a way to guide the child from inappropriate play to a more appropriate activity. Teachers communicate with the children when solving problems in the classroom; this communication is brief and clear. Communication can include giving alternative choices to the child or assisting the child with problem solving.

Physical punishment is never used. Punishment is not associated with rest time, toilet training or eating.

It is the parent's responsibility to inform the Licensed Preschool Specialist if their child has any behavior, mental, or physical issues, which may affect his/her day-to-day activities in class (this includes hyperactive disorders). Such issues must be specifically noted on the child's registration form and emergency card. Program Staff will do their best to accommodate your child's needs.

If a child's behavior continues to be a problem and/or the safety of others is at risk, a decision could be made to suspend a child temporarily from the program or the child may be removed from the program entirely. The registration fee may be prorated and/or refunded.

### **Children Who Become Ill/Accidents/Emergency**

If your child is exhibiting any sign or symptoms of illness, please be considerate of others by keeping your child at home. Children must be symptom free of an illness for 24 hours before returning to the Licensed Preschool Program. This may include, but is not limited to, fever, vomiting, etc. If a child should become ill or get injured during the program the parents/guardians will be notified.

Ill children will be separated from the other children and will be offered a blanket and mat to lie on. If a child is injured, first aid will be administered and if deemed necessary, 911 will be called. The parent/guardian will be called and notified of the injury. Staff will let the parent/guardian know if their child needs to be picked up or was transported by emergency vehicle to the hospital. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pickup their child.

In any event in which the parent/guardian cannot be reached the emergency contact will be notified. Parents must report to the Licensed Preschool Specialist any exposure to communicable illnesses outside the center. The child will then be excluded from the center for the period of time prescribed by the child's physician or the local health department.

All injuries and illnesses will be documented by staff.

### **Lost Children/Natural Disasters**

All program Staff members are trained in the established safety procedures. Drills are held once a month to familiarize staff and children on procedures to follow in the event of an emergency such as fire, tornado, or severe weather. The following steps will take place in the event of a lost child:

- A. Specific procedures for responding to the crisis will occur.
- B. Notification of the Recreation Coordinator will be immediate. The Recreation Coordinator will notify police, if the child hasn't been located after 15 minutes.
- C. Local authorities will begin work immediately.
- D. Children's parents or guardians will be notified promptly.

When program Staff hear the tornado siren or are alerted by facility staff that there is a tornado warning, children will be moved to the designated Recreation Center tornado safe spot. Preschool Staff will take attendance once they are safely in the designated area. Once the Recreation Center receives an all-clear signal from facility staff or the Police Department, children will return to the classroom.

### **Transportation of Children**

The Licensed Preschool Program does not participate in off campus field trips and will not need transportation. All classes will remain in or around the Wheat Ridge Recreation Center. A walking field trip permission form will be completed for walking activities that take us out of the building.

### **Field Trips/TV & Video Viewing**

On occasion, videos may be used to enhance the learning process. Teachers will preview the materials and ensure the relevance to the current lesson plan. A parent or guardian will be notified through the lesson plan.

### **Arrival/Release of Children**

It is required that all children be accompanied when dropped off and picked up. The pick up time is 4:10pm Monday-Friday from the program by an authorized person. Children may not log themselves in or out of the Licensed Preschool Program. Log-In/Log-Out will provide a clear record of attendance for documentation, should it be needed. Children will be released only to those on the authorized pick up list. Persons unknown to Licensed Preschool Program staff will be asked to show ID. Authorized persons must be at least 18 years old. No program staff member may be listed as an authorized person. To authorize an alternate person to pick up your child, you may add them to the list or provide written consent that includes the person's name, the specific date(s), and your signature. Verbal consent will be accepted only in a medical emergency situation.

### **Late Pick-Up/Failure to Pick-Up**

Please contact the Recreation Center at 303-231-1300 or Children's Pavilion at 303-231-1327 if you are going to be late. **Pick up time is 4:10 pm Monday - Friday. A late fee of \$1 for every minute will be charged for any pick up that occurs after the scheduled pick up time.** This must be paid before the child can return to class. Please note, a late fee will be collected even with advance notice. When a child is not picked up after class staff will first try to contact the parent/guardian, then the emergency contact numbers. After 30 minutes, the Department of Social Services/Police will be contacted by staff and the child will be placed in their custody.

### **Late Arrivals**

Please remember that tardiness impacts the day's schedule for all the other children in the program. Please be mindful of the time and inform the program Staff of any late arrivals. Upon arrival children are expected to join the group in the current daily activity.

### **Storing and Administering Children's Medication**

Please notify the Licensed Preschool Specialist if during class your child will need any type of medication, prescription or over-the-counter, or if they require special medical attention due to allergies. Parents need to meet with the Recreation Coordinator and Licensed Preschool Specialist in advance to set up a Health Care Plan specific to your child. If the proper paperwork has not been completed, parents will be notified and asked to return to our premises to administer medication. Parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is in class.

In the event that a medication does need to be administered during class time by staff, we must have on file before administering the medication 1) written authorization from the health care provider 2) parent written authorization 3) and medication in the original labeled container.

Only the Licensed Preschool Specialist and/or Recreation Coordinator are authorized to administer medication, and only if there is a signed parent/guardian and physician waiver on file. Confidentiality of the child will be maintained at all times. With the exceptions of emergency medications, all medications will be kept in a locked cabinet away from children. All procedures for storing and administering children's medicines and delegation of medication administration are in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act."

### **Handling of Children's Belongings**

All children's belongings should be labeled with their name. A specific place is designated in the classroom for personal belongings to be stored. Although the program staff makes an effort to monitor children's belongings, we cannot guarantee the security of your child's belongings. The Licensed Preschool Program provides activities and equipment for children. Children should not bring expensive or valuable items to the program. The Licensed Preschool Program is not responsible for lost, stolen, or damaged items, including money.

### **Sunscreen**

Please apply sunscreen to your child daily before attending the Licensed Preschool Program. In the event that your child is not wearing sunscreen, program staff may only apply sunscreen with written consent. Please complete the consent form authorizing Program Staff to help your child apply sunscreen.

### **Snacks**

All children should eat breakfast and lunch prior to the Licensed Preschool Program. Please have your child bring a snack to preschool. Please notify the instructor of any allergies. Safe drinking water will be freely available to the children at all times. All foods are stored, and served in such a manner as to be clean, wholesome, free from spoilage and safe for human consumption. **Birthday and special treats must be store-bought** and in their original container.

### **Diapering and Toilet Training**

It is preferred that participants of the Licensed Preschool Program are potty trained. If your child is not potty trained, please speak with the instructor prior to the first class. If your child is NOT potty trained, you must remain in the facility during class. Licensed Preschool Program staff will NOT change diapers at anytime. In the event of an accident, the child will be given a change of clothes. These items need to be washed and returned on the next day of class.

### **Dress Code**

Please dress children appropriately according to weather, planned activities and in comfortable clothing. Footwear should be suitable for active play and closed toed shoes are recommended. Arts and crafts may be messy so that the children can feel free to express themselves. Fancy dress is sometimes not safe for running and playing outside or in the building. If a dress up day is called for, please pack a change of clothing fully marked with your child's name on each piece. Also consider the needs of your child for the use of the

restroom. Clothing that children cannot handle themselves, such as; one-piece jump suits and complicated belts are not recommended.

### **Visitors/Volunteer Policy**

Parents may visit the classroom at any time. All visitors, including parents, are required to check in with Licensed Preschool Program Staff and sign in on the Visitor's Log located at the Sign In/Out center. Persons unknown to staff will be required to show a State issued photo ID for identification. All regular volunteers must complete an Agency Volunteer Application and undergo a background check. If you are interested in volunteering, please contact the Licensed Preschool Specialist.

### **Communication with Parents**

Parents are encouraged to visit their child's class. We believe in an open door policy and want our parents to feel involved in their child's learning. Parent conferences may be scheduled at any time. Activities are planned throughout the year to encourage interactions between staff and families.

### **Filing a Complaint**

We want to hear from you if you have questions or concerns about the Licensed Preschool Program. We will make every effort to resolve any issues or concerns you have about the program. If you have a complaint regarding suspected licensing violations at this or any other licensed child care center, you have the right to report your concerns to the Colorado Office of Child Care Services at 1575 Sherman Street, Denver, CO or call (303) 866-5958.

If you suspect child abuse or neglect, you should seek assistance from the County Department of Human Services. The telephone number for the Jefferson County office is 303-271-4357.

Should you have a concern, or idea for improving the Licensed Preschool Program, you may also contact the Recreation Coordinator - Beth June at 303-231-1317 anytime.

### **Reporting of Child Abuse**

As a child care facility, each staff member is required to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of suspected child abuse or neglect according to state law.

Should you suspect child abuse at our facility, a report of suspected child abuse must be made to the Jefferson County Department of Social Services, the Wheat Ridge Police Department at 303-237-2220, or Jefferson County Department of Social Services 303-271-4357 or 4131.

Should you suspect child abuse that did not occur at our facility, a report of suspected child abuse must be made to the County Department of Social Services in the County in which the child resides or the local law enforcement agency in the County in which the incident is believed to have occurred.

### **Request for a Child's Removal and Appeals**

The removal of a child from the program will always be a last resort after following the appropriate disciplinary route for the situation at hand.

Before a child is removed, the Recreation Coordinator will discuss the current situation and everything that has occurred to date with the Licensed Preschool Specialist. The Recreation Supervisor will then inform the parent/guardian by phone that their child is dismissed from our program. Additionally, the Recreation Program Supervisor will follow-up the call with a letter stating what actions have been taken and why. This letter will also indicate that a copy has been sent to the Recreation Manager.

An appeal process is available if the parent/guardian want. They would contact the Recreation Program Supervisor to arrange a hearing before the Appeals Board (Recreation Manager, Recreation Program Supervisor, and Licensed Preschool Specialist). They would then plead their case; bring to the Board's attention any extenuating circumstances or reason that an exception should be made and their child be reinstated to the program. The Board has the authority to make exceptions and would give the parent/guardian their decision within 24 hours of their appeal hearing.

### **Child Helmet Use**

Children are required to wear a helmet while participating in the riding of rollerblades, bicycles, scooters, or skateboards if it is a Licensed Preschool Program activity. Those children who do not have a helmet will participate in an alternative activity on that day.

### **Withdrawing From the Program**

In the event that you need to withdrawal your child from the Licensed Preschool Program you must give the Recreation Coordinator two weeks (14 days) notice in order to receive a refund. If the program has begun and a customer requests a refund, the program fee will be prorated for the classes not attended after the two week notice time frame has passed. There is no processing fee for a credit to a household, but a \$5.00 processing fee will be charged for processing a refund (allow three weeks). Please note, program fees are not prorated for missed classes due to illness, vacation or other absences. A full refund will be given if the recreation center cancels a class. Customers will be given a household credit, unless otherwise requested.

Dear Parents:

Your child was recently enrolled in a child care program that is licensed by the Colorado Department of Human Service. The license indicates that the program has met the required standards for the operation of a child care facility. **If you have not done so, please ask to see the license and the last facility inspection.**

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasion, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your County Department of Social Services. The telephone number to report child abuse in your county is listed below.

Arapahoe County Department of Social Services	303-795-4825
Adams County Department of Social Services M-F	303-412-8121
After 4:30 PM and Weekends	303-412-5212
Douglas County Department of Social Services	303-688-4825
Jefferson County Department of Social Services	303-271-4357 or 4131
Clear Creek County Department of Social Services	303-569-3251 ext.365
Gilpin County Department of Social Services	303-582-5444
Boulder County Department of Social Services	303-441-1000

Colorado Law requires that child care providers report all known or suspected cases of child abuse or neglect.

Child care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and implemented program. Remember to observe the program regularly, especially with regards to children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a child care facility, or if you would like to review a licensed facility file, please consult the Colorado Department of Child Care at 1575 Sherman Street, Denver, Colorado 80203-1714 or call 303-866-5958.

**To review a file for a licensed child care facility please call 303-866-5088.**