

# PRESCHOOL-AGE ACTIVITIES PARENT HANDBOOK



*Ready, Set, Learn Program*

*Smart Start Program*



## City of Vista Mission Statement

Provide outstanding services to improve the quality of life of all Vista residents and to enhance the uniqueness of our Community, reflecting our Core Values:

Respect ■ Fairness ■ Teamwork  
Integrity ■ Compassion ■ Stewardship

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### Recreation Division Phone Directory

Recreation Division Administrative Offices (Civic Center)	760-639-6151
Park Director Cell Phone (after hours & weekends)	760-277-8108
Jim Porter Recreation Center (Formerly Brengle Terrace)	
Youth Services Program Office: Kim Crawford	760-726-1340 Ext. 1501/1571
Direct Line	760-639-6156
Fax Line	760-724-5193
Recreation Services – City Hall	
Class Registration: Kim Crawford	760-726-1340 Ext. 1501/1571
Park & Facility Reservations: Santos Callejas	760-726-1340 Ext. 1575
Recreation Services – Sports Office	
Youth Sports Activities: Rob Anderson	760-726-1340 Ext. 1576
Adult Softball: Rob Anderson	760-726-1340 Ext. 1576
Field Condition Rain Out Line	760-726-1340 Ext. 3244
Rancho Buena Vista Adobe	
Adobe Days School Program: Margie White	760-726-1340 Ext. 1521

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### Activities Program Staff

Toby Brodman, Ready, Set Learn Teacher  
Talia Tyler, Smart Start Teacher  
Kim Crawford, Recreation Leader IV (On-site Supervisor)

### Administrative Staff

Rob Anderson, Recreation Manager  
Bill Fortmueller, Recreation & Community Services Director

*\*Patrick Johnson, City Manager :: Aly Zimmermann, Assistant City Manager\**

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### Visit us Online

CityofVista.com  
VistaRecreation.com  
Email: [kcrawford@cityofvista.com](mailto:kcrawford@cityofvista.com)

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## General Program Information

### Registration Procedures

1. Children must meet age requirements for each class, see RecGuide for details.
2. Official enrollment including payment is required for each class prior to attendance.
3. All classes require participants to be **FULLY** "potty trained" and be able to take care of his/her toileting needs (**NO pull-ups**), teachers are not permitted to assist children in the restroom. We suggest bringing an extra change of clothes in the event of an "accident."
4. Please refer to calendar for class specifics, please see RecGuide or recreation staff for specific information.
5. Exhibit acceptable personal and group interaction behaviors.

### Program Fees

City of Vista program fees are based on residency. Check the RecGuide for specific pricing for each class.

*Late Fee* \$1.00 per child, per minute

\*In the event that a child is not picked up 30 minutes after class is over and no one on his/her contact list could be reached, staff will call the Vista Sheriff's Department. An officer will pick up the child and take him/her to the station. The Sheriff treats this as child abandonment.

*Returned Checks* \$25 processing fee

### Methods of Payment

*Checks* - Made payable to the "City of Vista."

*Credit Card* - Only Visa or MasterCard are accepted.

*Debit Card* - with Visa or MasterCard logo

*Cash* - Only accepted if it is exact change



### Credit/Refund Policy

Prior to the start of the final class/activity, participants may request a refund or credit. The amount of the refund/credit will be the class/activity fee paid less the prorated cost of the classes/activities elapsed, regardless of attendance, and the 25 percent processing fee for refunds. All credits expire on July 1<sup>st</sup> immediately after the issue date of credit. All refunds are non-cash and will be processed within four weeks after request. If a request for refund/credit is for a one time event, the refund/credit request must be made prior to the start of the event. Credits issued cannot be exchanged for a refund. Call (760) 726-1340 ext. 1571 to request a refund or credit.

### Important Dates

No classes are scheduled for the following dates.

Labor Day	September 2
Veteran's Day	November 11
Thanksgiving Week	November 25-29
Christmas Eve & Day	December 24-25
New Year's Eve & Day	Dec. 31st & Jan. 1
Martin Luther King Jr. Day	January 20
President's Day	February 17
Spring Break	March 24-April 4
Memorial Day	May 26



### Activities

Class and program activities are pre-planned prior to each session. If you are interested in some of the upcoming activities, please see the instructor or stop by the recreation office. All calendars, activities and projects are subject to change without notice.

### Attendance

All of our programs take attendance, in addition some classes may require daily sign-in sheets. If so, parents must sign their child in and out of the program on the official attendance sheet. Children and minor siblings (under age 18) are not permitted to sign anyone out. Only those individuals authorized to pick up children from the program will be allowed to do so, valid identification must be presented. If someone other than the parent or authorized adult will be picking up their child, staff must be notified in writing in advance. The individual picking up the child must present a valid picture ID.

## Personal Items/Clothing

Bringing personal items to the program such as toys are discouraged. In addition, children may not borrow, lend or trade items of any sort. The City of Vista cannot be held responsible for any personal items brought to the program.

It is important that the children enjoy all activities without concern about keeping their clothes clean. Please dress for mess. Children should wear comfortable play clothes that he/she can manage in the bathroom. **Closed-toed athletic shoes which are safe for running and climbing are also required.**

## Snack

Parents are responsible for bringing snacks, napkins, drinks and cups. Please note the specific date and items you have been requested to bring on the designated snack calendar. Health research shows that certain foods increase the risk of certain illnesses later in life. It is therefore important that we promote healthy eating habits at an early age. Many of our snacks are designed to be healthful treats; however on occasion a sweat treat is offered.



## Field Trips

San Diego is an amazing place to live with its wonderful climate, beautiful landscape and unique local attractions. As an educational based program, we qualify for reduced rates to places like the Bates Nut Farm, The Safari Park, Sea World, ... There will be a field trip in sessions 2,3 &5, usually during the last week. These trips are not mandatory but there is no alternative onsite the day of the trip, see Program Supervisor for options. The cost of the field trip varies. For example, The Safari Park the students are free and parents/chaperones are \$10 and for Sea World it is \$6/person over 3 years of age. The parent/guardian is responsible for meeting us at the location at the designated time. There will informational flyers sent out for each trip, 2 weeks prior.

## Program Participant

### Developmental Activities

The scheduled activities and materials available to children are used for the purpose of promoting growth. Children are encouraged to participate in all the activities in order to fully benefit from the program/class. The staff recognizes that children develop at different paces, so they will work with children at their own pace. The staff is also mindful of the diversity within the classroom, and it is taken into consideration when working with the children. Our setting is designed to accommodate individual differences at various levels of development. It allows children to observe others and learn from one another. The following is a brief summary of children's areas of developmental needs and how classroom activities and materials relate to them.

#### *Social/Emotional*

Young children start becoming aware of their role as social beings during their preschool years. They are introduced to the concepts of independence and cooperative work and play. For many children this is quite an adjustment, so it is up to the parents and staff to recognize this and help ease the children into becoming social beings who can play happily with other children. Our classrooms are set up to help children learn these skills spontaneously. Free-play, outside activities, sharing, circle time, and many other activities promote social and emotional development. The role of staff and parents is to encourage children to become involved with others, learn to take turns, work cooperatively and resolve conflicts.



#### *Intellectual*

Each class is designed to promote children's questioning, exploring, and problem solving skills. We help them develop their thinking skills through hands-on activities, instruction and various age appropriate learning materials. Interacting with children in order to stimulate their curiosity and encourage their critical thinking skills is a valuable tool to promote intellectual development.

#### *Physical*

Our facilities and programs offer many ways to promote physical development. The playground, organized games and music and movement activities contribute to the children's gross motor skills. Cutting, manipula-

tive toys, coloring and painting activities are some of the ways we help the fine motor skill development. We are considerate of the differences in children's developmental levels and the staff works with each child accordingly. No matter where they are developmentally, all children get praised for work they do in class.

#### *Language*

Language development is vital to children's social and intellectual abilities. One of our objectives is to promote children's verbal skills to help them express their thoughts and feelings. We create a wholesome, friendly environment that allows children to communicate freely. Our daily activities naturally result in causing a need to communicate in the classroom. We encourage you to interact with the children by talking to them and encouraging them to talk.

#### *Creativity*

Creativity is developed in the classroom through art, music and other imaginative games. Children experiment with materials and colors, and therefore they are given the opportunity to make their own discoveries. Many art projects are teacher-directed, but the children are given the freedom to express their own creativity through this process. Display your child's work at home on a bulletin board or refrigerator. Encourage your child to talk about the day's activities to reinforce the learning experience at home. Music is for enjoyment as well as language development, and children are encouraged to be actively involved. In addition to teacher-led music time, children may also direct their own music activity by choosing the songs they want to sing.



### Separation Anxiety for Non-Parent Participation Classes

Adjusting to new people and environment can be challenging to a preschooler. Screaming, crying, kicking, hitting, and occasional tantrums are often a normal part of the separation process. We believe that separation anxiety is normal and a

child's comfort level will increase gradually over time. If your child is displaying serious anxiety, you may need to accompany your child to help him/her become familiar with the staff, classroom, and daily routine. In these cases, we encourage the parent to stay and interact with the child the first 10-minutes, then exit at the teachers signal.

Soon, your child will be ready for you to leave at the beginning of class. It is always helpful if you explain that you will pick him/her up at a specific time or after a specific activity. Don't prolong the leaving process, tell your child that you are leaving, hug and kiss your child, then leave. Staying only creates more anxiety. A great strategy involves a sticker chart to reward your child for getting ready for school and having a smooth transition during drop-off. For more detailed information, please speak with your child's teacher.

It has been our experience that, sometimes, it is a parent, not the child, who is experiencing separation anxiety. Often the child picks it up and will inevitably display the same anxiety. For some parents this is a very real issue, constantly worrying if their child is in a safe place. We can assure you that your child is under the supervision of responsible and caring staff that go to painstaking efforts to insure each and every child in our program is in a safe and supportive environment. If you still have reservations please call us and we will meet with you before your scheduled class time to discuss classroom procedures. We will aim to address your concerns and help ease your anxiety. Our staff will be available to help your child feel comfortable in his/her classroom and with the new people in his or her life.

### Tips for a successful Day

- ◆ Arrive on time to class.
- ◆ Please bring your child dressed for the day's activities including closed-toed athletic shoes
- ◆ Make sure they have had a good breakfast and or lunch, this will help them focus on the activities for the day.
- ◆ Provide any requested items, such as snack, at the beginning of class.

## **Behavior & Discipline**

Our aim in discipline is to correct inappropriate behavior without hurting a child's self-esteem. This requires identifying the wrong behavior, speaking to the child firmly but kindly, explaining why the act is wrong, and applying the reasonable disciplinary measure.

It is important to define acts that constitute inappropriate behavior so that we do not discipline children unnecessarily. We need to remember that preschoolers are eager to learn, so most of the things they do are reflective of their curiosity. The "mess" they make dur-

ing free-play, “untimely remarks” during circle time, touching other people’s property are all part of the developmental and learning process.

Inappropriate behavior is one that causes physical or emotional harm to others. Hitting, pushing, kicking, biting, name calling, or making other children objects of ridicule are unacceptable and will be dealt with immediately. If your child displays this type of behavior on a regular basis please let the teacher know so that she will be prepared to handle situations should they arise.

## Classroom Rules

- ◆ Never leave the classroom unless you are with your teacher or a parent
- ◆ Respect others and their property
- ◆ Listen to and follow the directions
- ◆ Speak respectfully to others
- ◆ Use all supplies and equipment properly

## Guidelines & Procedures

Behaviors that are unacceptable:

- ◆ Foul language.
- ◆ Physical abuse of teachers, parents and other children.
- ◆ Verbal abuse of teachers, parents and other children.
- ◆ Lack of respect for teachers and parents.
- ◆ Misuse/abuse of equipment, supplies or facility.



When a child is having difficulty in one of the afore mentioned areas, teachers will work with the child by reviewing the applicable rules and/or assisting the child with problem solving. Our program is designed to promote self-discipline. Should your child be having an extremely difficult time following program rules and/or exhibiting inappropriate behavior, one or more of the following consequences will be initiated.

- ◆ Verbal warning – ask child to discontinue behavior
- ◆ Redirect – select an alternate activity for the child
- ◆ Remove – child will be removed from the activity (timeout)
- ◆ Written warning- child will receive a note home and/or draw a picture about the behavior
- ◆ Parent contact – communicate with parent via phone call, in person, or note home
- ◆ Suspension – removed from program for a specified period of time
- ◆ Expulsion – removal from program for remainder of school year

## Supervision

Providing a safe environment is “Our Number 1 Priority.” The recreation staff are trained in a variety of areas to maintain the safety and wellbeing of each child. From the moment each child has signed in, until the time they have been signed out, the recreation program staff will:



- ◆ Assure each child is carefully supervised during each minute of program attendance. The staff will maintain visual supervision of all children at all times (except restroom use), escort children to different activity sites throughout the day and never let a child walk to any location without the supervision of a staff member.
- ◆ Remove any possible contact involving strangers and their interaction with program participants. Recreation staff will make verbal contact with any adults who may be near and/or observing an activity. Recreation Center office staff will greet and make contact with all individuals

entering the Jim Porter Recreation Center during office hours. Staff will carefully follow legal procedures when properly informed of situations involving child custody laws, carefully monitor the sign-in/sign-out sheet and will verify the authorization of those who enter the facility to pick up and sign out a child (where applicable).

- ◆ Maintain an understanding and constant awareness of the importance of safety. The program supervisor will review safety

procedures at each regular staff meeting/training and hold staff accountable for maintaining safety guidelines. Parents will be kept informed of safety procedures through program handouts.

- ◆ Provide trained and qualified staff. A thorough background check, to include fingerprinting, will be performed on all recreation staff as a condition of employment by the City's personnel department. Staff will be trained to recognize signs of inappropriate behavior and occurrences of child abuse training will include reporting procedures. While on the job, the behavior, judgment, word and actions of staff will be a model for all children and place safety as the highest priority.

## Health & Wellness

Children are often susceptible to the common cold and other flu-like symptoms that may be going around. Please help us in maintaining a healthy environment by keeping your child home if they exhibit any of the following symptoms.



- Fever (100° or higher)
- Vomiting
- Coughing
- Runny Nose
- Diarrhea or stomach ache in past 24 hrs.
- Child is taking initial doses of antibiotic
- Rash or infection (i.e. poison oak, pink eye)
- Lice (including nits)

If your child becomes ill while attending the program, they will be sent home if they exhibit the following symptoms.

- Temperature of 100° or more
- Regular Coughing
- Continuously Runny Nose
- Diarrhea
- Vomiting
- Unidentified rash
- Evidence of lice

Children who are absent because of a communicable disease may not return to the program until a doctor's note is received authorizing that the child is no longer contagious and they are under currently, or have been, undergoing treatment. Please contact the office if your child was absent due to a communicable disease such as measles, mumps or chicken pox

### Medication

The City of Vista Recreation staff may NOT administer any medication to participants of preschool programs. If your child has a special need for medication, please administer to them before or after class.

### First Aid

Scrapes, bumps, and bruises are common occurrences for an active child. The City of Vista works to minimize these incidents by creating a safe, supervised area; however, accidents do happen.

Staff members are authorized to apply only ice and an appropriate dressing (i.e. bandage). You will be informed of any accident which may occur to your child while attending the program. In case of serious accident or injury the following procedure will be followed.

- Assess nature of injury
- Perform necessary first aid
- Contact the parent/guardian
- Call Emergency contact (if parent/guardian unavailable)
- Call 911 (if assessment of the injury requires immediate response)

Please note: the City of Vista is not responsible for any cost or expenses arising out of or resulting from any injury or accident while attending the City of Vista Day Camp Program.

### Allergies

Many young children have allergies. Please notify the staff of any allergies to various food products (i.e. milk or nuts) or classroom materials (i.e. paint or playdough). We ask that you speak directly to the instructor with regard to these allergies.

### Classroom/Equipment Sanitization Procedures

The City of Vista is concerned about the spread of unwanted germs and viruses. All of our programs practice good hygiene and proactively clean and disinfect classroom surfaces and materials. The recreation staff will:

- ◆ Encourage children not to share personal items such as drinks, food, tissues, hats, etc.
- ◆ Encourage children to wash their hands regularly with soap and warm water for at least 15 seconds. This is especially important after restroom use and prior to eating.
- ◆ Have hand sanitizing solution available throughout class that contains at least 60% alcohol concentration.
- ◆ Disinfect toys and classroom materials on a weekly basis with appropriate antibacterial/germicidal cleaner.
- ◆ Disinfect surfaces, mats and equipment daily or after use (if once weekly) with appropriate antibacterial/germicidal cleaner.
- ◆ Send home any child that exhibits flu-like symptoms.



If you have any questions regarding the sanitization process please contact the Recreation Center Office at 760-726-1340 ext. 1501.





The preceding information in no way implies a contract for services implicit or otherwise. Parents/guardians must complete the appropriate registration materials and pay all applicable fees necessary for enrollment. The Parent Handbook is not intended to be a comprehensive guide to all the policies and procedures for the City of Vista. Additional questions should be directed to the office at 760-726-1340 ext. 1501.

City of Vista  
Recreation & Community Services Department  
Jim Porter Recreation Center (formerly Brengle Terrace)  
Youth Services Programs  
1200 Vale Terrace Drive  
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