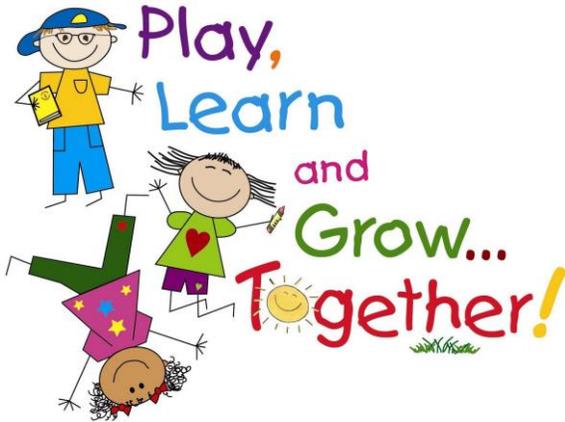


PARENT HANDBOOK



515 Junipero Avenue, Pacific Grove, CA
preschool@cityofpacificgrove.org
(831) 648-5729
Director: Angela Canales

Pacific Grove Community Center Preschool



Located at the
PG Community Center
515 Junipero Avenue
831-648-5729

**Social Skills, Art, Science, Music,
Letter & Number Sense and Story Time**

Caterpillar Class: 3-year-old program

Tuesdays/Thursdays

Goal of Kindergarten in Fall of 2021

Must be potty trained.

9:00 am – 11:30 am

10 monthly payments of \$191.00 / \$172.00 (PG Residents)

Butterfly Class: 4-year-old program

Mondays/Wednesdays/Fridays

Goal of Kindergarten in Fall of 2020

9:00 am – 12:00 noon

10 monthly payments of \$302.00/ \$272.00 (PG Residents)

The Community Center Preschool was established in 1968 by the City of Pacific Grove.

Pacific Grove Community Center Preschool
515 Junipero Avenue, Pacific Grove, CA
(831) 648-5729



Dear Parents,

Welcome! The Pacific Grove Community Center Preschool is pleased to provide a quality child development program for you and your child. We are looking forward to an exciting and rewarding year.

This booklet of information will familiarize you with our program and answer any questions you may have. Please take a few minutes to read it through.

Our goal at the Pacific Grove Community Center Preschool is to meet the individual needs of each child within the group setting. Through exploration and creative expression, the children will continue developing a foundation for future learning.

On behalf of the Preschool staff, we are happy to welcome you and your child to our school.

Sincerely,

A handwritten signature in black ink, appearing to read "AC", is positioned above the name of the director.

Angela Canales, Director
Pacific Grove Community Center Preschool

*"Think left and think right and think low and think high.
Oh, the things you can think up if only you try!"
-Dr. Seuss*

PHILOSOPHY

The philosophy of our preschool is based on the belief that children are individuals with unique personalities. All children have individual timetables of development and must work and play in an environment that challenges their natural curiosity, fosters a love for learning, offers positive interpersonal relationships and provides activities that lead to successful school experiences.

The program we pursue is geared toward helping the child develop habits of observation, questioning and discovery. It gives the child an awareness of his/her own feelings and the right to express those feelings by sometimes channeling them into other means of expression. The child learns something about the freedom of making choices, as long as he/she stays within the limits of consideration for people and things. An open-ended program like ours prepares the child to utilize his/her intellectual and creative abilities in future learning.

DAILY PROGRAM

Our preschool provides a child-centered environment for children ages three to five years. Children are welcomed each day to learn about themselves and their world by becoming an active participant in the learning process.

When the child enters the classroom, there is a greeting from the teacher, whole-group "circle time," and then freedom is given to explore the various learning activities and interest centers that have been prepared. Art, playdough, puzzles, blocks, books, play kitchen, cars ---all of this and more is available. There are special things for special days, and EACH day is special. There are enough interest centers and activities going simultaneously that the child is motivated and able to pursue his/her own interests.

A teacher is always nearby to lend support when needed; to help the child if he/she momentarily loses control of materials or emotions. A teacher is always nearby to answer questions, offer a challenging statement, or make an asked-for suggestion, in keeping with each particular child's current level of achievement, interest, ability and needs.

The purpose of our program is to provide a safe and stimulating environment, conducive to wholesome and happy growth. Our preschool serves the whole child, integrating all aspects of their development, social, emotional, physical and intellectual.

SCHOOL HOURS

M/W/F 9:00 to Noon
T/TH 9:00 to 11:30 am

Classroom doors will be opened at 9:00 am. Teachers are preparing the classroom activities for the day and are not available to supervise or properly greet children prior to this time. Arrangements should be made to have your child picked up promptly at dismissal time.

ATTENDANCE

To assist in best planning curriculum and activities, please inform teachers when your child will be absent.

Excessive tardiness creates a disruptive learning environment for the rest of our students and will not be tolerated. Please try to get to school on time and make appointments outside of school hours. If you have an unavoidable need to arrive late/depart early, please let the instructors know in advance so they can plan accordingly. Children arriving after 9:30 without prior arrangement will not be accepted into the classroom that day.

SIGNING IN/SIGNING OUT

Parents are required to accompany children to the classroom where a teacher can acknowledge the child's arrival, before signing the child in. Parents assume responsibility for their child to be signed in and out of class. If you are going to ask a friend or relative to pick up your child, be sure they are listed on the emergency card and inform them of the sign in/sign out procedure. Under no circumstances will a child be released to anyone not known to the school without authorization from the parents. Send a note or call the school if someone new, who is not on your permission list, will be coming for your child.

THE HEALTH AND SAFETY OF YOUR CHILD

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 the support of both parents and preschool staff. Our goal is to ensure the health and protection of each child. We realize not all illness can be prevented. However, adhering to the following rules can help reduce the incidence and spread of many childhood infections.

PARENT RESPONSIBILITIES

All children entering school are required to have a pre-entrance physical examination, an up-to-date immunization record, and a health and emergency card on file prior to admission.

Young children are very susceptible to illness and infection. In order to protect all children from unnecessary exposure, we have listed some early signs of many childhood illnesses. Please keep your child home if he/she exhibits any of the following:

- 1) Fever
- 2) Headache, earache
- 3) Sore throat, excessive cough
- 4) Rash or sores (unexplained)
- 5) First three days of a cold
- 6) Any suspicious sign that may indicate the beginning of an illness (watery eyes, fussiness, fatigue, generally not him/herself)

It is important that sick children be kept home. If your child needs outdoor activities restricted, he/she should not be sent to school. Also, children taking antibiotics should be kept at home for the first 48 hours after the initial dose.

Parents are to contact the school if their child is to be absent or comes down with a communicable illness (chicken pox, pink eye, impetigo, head lice, measles, etc.).

PRESCHOOL RESPONSIBILITIES

Your child's health and safety are of prime concern in our program. Each child is given a brief visual health check immediately upon arrival. This is for the protection of all children and to try to isolate and contain illness. A sick child will not be admitted to school.

If signs of illness become apparent during the course of the day, your child will be isolated with a staff member and made comfortable while parents are called for pick-up.

Parents will be notified if their child has been exposed to any communicable illness. All accidents, resulting in injury will be reported to parents.

NO MEDICATIONS OF ANY KIND WILL BE ADMINISTERED BY PRESCHOOL STAFF

EMERGENCIES

In case of accidental injury, we will make an immediate attempt to contact a parent. If the parent cannot be reached, we will call the child's physician. If necessary, we will also call the paramedics. Until the arrival of a parent, the physician, a paramedic or the preschool director will be in charge and will make all decisions about the care of the child. You will be expected to assume responsibility for any results and expenses not covered by insurance. The school will maintain a parent's signed permission and consent form, agreeing to this provision. It is for your child's benefit that you keep the school up-to-date on phone numbers, emergency numbers, and other pertinent information.

NUTRITION

Parents will be asked to provide a nutritious snack for their child in a lunch bag/box labeled with the child's name each day they are at school.

A nutritious snack might include:

apple quarters	rice cakes	bagels
carrot sticks	muffins	fresh fruit
banana bread	popcorn	trail mix
yogurt	applesauce	granola bars
cheese and crackers	home baked goodies (low in sugar, fat)	

Please include a labeled reusable water bottle for your child. We ask that you restrict your child's beverage to water only.

BIRTHDAYS (*Optional*)

Please let the teacher know in advance if you would like to send a treat with your child to hand out to classmates during snack time (cupcakes, fruit, cookies, muffins, or any type of snack food). Snacks must be store bought, **no homemade food or treats**. If your child has a summer birthday and you would like to celebrate during the school year, please let the director know.

TOYS AND CANDY

Please do not send any toys, candy or gum to school with your child because of the difficulties these items cause with the other children. Special attachment to a stuffed animal or blanket during the first few days of school/Zoo-phonics objects/VIP show and tell are the exceptions.

ZOO-PHONICS (*Only Applicable to the M/W/F Butterfly Class*)

Zoo-phonics combines phonetic, phonemic, and phonic awareness and addresses all learning styles in one fun program. The children will be invited to bring a small item from home each day that corresponds to the letter sound of the week, starting with Allie Alligator. We will cover blended sounds ("th" and "ch") and start putting it all together with sight words (_at, _up, and _op, etcetera).

VIP

The VIP is the title we use for the special helper of the day, and the VIP is invited to bring something from home for show and tell, is the line leader & flag holder (at morning assembly), assists with the calendar and circle time, feeds the fish named Bubble, and selects the next VIP. Names are drawn at random then separated until everyone has had a turn and then placed all together to start again. The VIP is posted at the entrance of the classroom for parents to check at pick up time and will be posted on Schoolze.

CLOTHING

Children should be sent to school in play clothes, which allow freedom of movement, protection and warmth. The following guidelines will be helpful to you:

- Think of the messy art materials and other messy activities. Your child will get dirty. Plastic aprons are provided but accidents will happen every day. Clothing should be washable.
- Think of our asphalt playground and provide clothing that is safe and sturdy. It is recommended that all children, girls too, wear some sort of jeans or pants. **No open sandals please.** Dress shoes and cowboy boots with slippery soles are the cause on many falls. Look for shoes with composition or rubber soles.
- Always send a warm sweater or jacket for changeable Pacific Grove weather (student's name inside please).

PLEASE NOTE: SEND A COMPLETE AND LABELED CHANGE OF CLOTHING FOR YOUR CHILD TO BE KEPT AT SCHOOL YEARLONG..

TUITION

Tuition payments can be made online, by logging into your Pacific Grove Recreation Civic Rec Account or in person at the Pacific Grove Community Center via cash, check (payable to the City of Pacific Grove) or credit card (additional 3% Credit Card Fee will be charged). Tuition is due in full on the first of the month, and becomes delinquent on the 5th. Tuition is based on the actual cost of operating the school, divided by the number of children enrolled and therefore we cannot give tuition credit for days your child is absent. For this reason if your family goes on vacation or has an illness in the family, etc. you are still responsible for making your tuition payment for that month or month(s) absent. If a temporary difficulty makes an on-time payment difficult, please see the Recreation Department office to arrange for an agreeable payment plan.

WITHDRAWAL: If withdrawal becomes necessary, a minimum of three weeks notice is required. If three weeks notice is NOT given, you will be responsible for all fees incurred.

FIELD TRIPS

Our curriculum includes some field trips outside of our school facilities. In planning these trips, the safety of the children is always a prime consideration. We rely on parent volunteers to help with transportation and supervision.

The following conditions must be met before any field trip will be permitted:

1. Parents are to be notified in advance of each separate trip.
2. Supervision: An adult-to-child ratio of 1-5 will be provided for.
3. An emergency card for each child will be carried by a staff member whenever children are taken from school facilities.
4. Children will be prepared in advance. Adequate time for discussion and/or pre-trip activities will be planned as to let children know where they are going, how they will get there and what they might see or do when they arrive. Safety rules are to be reviewed.

DISCIPLINE

Discipline is a necessary part of guidance. Our discipline policy emphasizes positive reinforcement for positive behavior and acknowledges the needs of the child to assert himself and to find avenues of autonomy, initiative, and self-expression.

ALL FORMS OF CORPORAL AND PSYCHOLOGICAL PUNISHMENT ARE STRICTLY PROHIBITED

A positive approach to child guidance will be employed at all times. If a child is too upset to be responsive, they may be removed from play to an area where they can calm down and the teacher can provide one-on-one attention. In the case of continued misbehavior, parents will be asked to a conference with the staff to develop a plan of action for addressing and evaluating the behavior.

Appropriate behavior limits support children and promotes healthy social, emotional and cognitive growth. These are our general limits:

1. We do not let children hurt themselves.
2. We do not let children hurt each other.
3. We do not let children damage materials or property.
4. We do not let children infringe on the rights of others.

The preschool reserves the right to exclude any child whose lack of self-control makes him/her dangerous to him/herself and others, or requires constant one-to-one supervision, which the school is not staffed to provide. This is only done in extreme cases after all efforts to modify the child's behavior have been exhausted. Staff will assist parents in finding a more appropriate care placement.

WE VALUE OUR PARENTS!

- We will do our best to keep parents informed. Parent-teacher conferences will be scheduled on November 19th and 20th and may be spontaneous or arranged ahead of time at the request of parent or director. We want to be available to you at any time to answer questions or to exchange thoughts and information on your child. We hope you feel comfortable at the Pacific Grove Community Center Preschool and welcome your ideas, comments, and help anytime during the year.
- We would like to extend an open invitation to you to drop in often for informal visits to observe your child in a group setting and also become better acquainted with our program. We want you to look into our busy, happy, noisy, creative classroom and see your child at play. We use the private, secure, mobile app Schoolze ("School-Zee) to share photos, updates, facilitate communication, and provide familiarity with your child's days, classmates and their families.
- We want you to know, to understand, to discuss with us our goals.
- We want you to realize the validity of that play and the importance of what your child is learning.
- We think our school is an exciting place to be and hope that everyone participating in the school will be turned on to the learning process.
- There is a Parent's Bulletin Board located in the hallway outside the classroom door, which is used for items of interest and a general information center between parents, school, and our community.



FLEXIBLE DAILY SCHEDULE



Caterpillar Class (T/Th)

9:00	Arrival/Circle Time
9:15	Outdoor Play
10:00	Clean Up/Transition Activity
10:15	Wash Hands/Snack/Story
10:30	Free Choice/Art
11:20	Closing Activity
11:30	Departure



Butterfly Class (M/W/F)

9:00	Arrival/Circle Time
9:20	Outdoor Play
10:20	Clean Up/Zoo-Phonics
10:40	Wash Hands/Snack/Story
11:00	Outside Play
11:45	Closing Activity
12:00	Departure

The children are welcomed each day to learn about their world through play, doing, and activities/materials that are meaningful to them. All of our educational components (literacy, math, science, art, music, etc.) are introduced in this manner. Through child centered exploration and creative expression the student will have the opportunity to discover and develop a sense of self. Emphasis is put on the process rather than the product. The program is shaped to meet the individual needs within a group. Social and emotional development are a primary focus of school readiness.

TELEPHONE NUMBERS

PACIFIC GROVE COMMUNITY CENTER OFFICE.....831-648 – 5729
(Monica Sardina)

PACIFIC GROVE PRESCHOOL (Main Line).....831-648 – 5729

YOUTH CENTER OFFICE.....831-648 – 3134

COMMUNITY HOSPITAL.....831-624 – 5311

POISON CENTER.....(800) 222 – 1222

EMAIL

PACIFIC GROVE PRESCHOOL
Angela Canales, Director

preschool@cityofpacificgrove.org
acanales@cityofpacificgrove.org

COMMUNITY CENTER OFFICE
Monica Sardina, Recreation Coordinator

msardina@cityofpacificgrove.org

MAILING ADDRESS

302 16th Street
Pacific Grove, CA 93950

PACIFIC GROVE RECREATION DEPARTMENT COMMUNITY CENTER PRESCHOOL

2019 - 2020 CALENDAR



	M	T	W	TH	F
August				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
September	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				
October		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	
November					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
December	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			
January			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31
February	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
March	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			
April			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	
May					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

Aug 5 & 6 - OPEN HOUSE (10AM - 12PM)

Aug 7 & 8 - FIRST DAYS OF SCHOOL

Sep 2 - NO SCHOOL LABOR DAY

Oct 14-18 - NO SCHOOL FALL BREAK

Nov 11 - NO SCHOOL VETERANS DAY

Nov 27 - 29 - NO SCHOOL THANKSGIVING BREAK

Dec 23 - Jan 3 - NO SCHOOL WINTER BREAK

Jan 20 - NO SCHOOL MARTIN LUTHER KING HOLIDAY

Feb 17 - 21 - NO SCHOOL PRESIDENTS' HOLIDAY

Apr 6 - 10 - NO SCHOOL SPRING BREAK

May 25 - NO SCHOOL MEMORIAL DAY

May 26 & 27 - LAST DAYS OF SCHOOL

Mon/Wed/Fri Class Time
9:00am - 12:00pm

T/Th Class Time
9:00am - 11:30am