



**City of Morgan Hill  
RECREATION PRESCHOOL**

**Parent Handbook**



## **CONTACT INFORMATION**

### **Offices**

Welcome Desk: Community and Cultural Center (CCC)  
17000 Monterey Road, Morgan Hill  
Phone Number: 408-782-0008  
Hours of Operation: Monday-Friday 8:00 AM-5:00 PM

Preschool Location: Children's Pavilion at the CCC  
Preschool Classroom Number: 408-310-4294

### **Supervisor**

Name: Mariah Dabel  
Phone Number: 408-310-4277  
Email: [mariah.dabel@morganhill.ca.gov](mailto:mariah.dabel@morganhill.ca.gov)

### **Preschool Teachers:**

Name: Kiana DiFrancesco, Lead Teacher (Kinder Learners, Little Learners)  
Email: [kiana.difrancesco@morganhill.ca.gov](mailto:kiana.difrancesco@morganhill.ca.gov)

Name: Roxxan Moreno, Lead Teacher (Afternoon Preschool)  
Email: [roxxan.moreno@morganhill.ca.gov](mailto:roxxan.moreno@morganhill.ca.gov)

Name: Angel Echavarria, Assistant Teacher  
Email: [angel.echavarria@morganhill.ca.gov](mailto:angel.echavarria@morganhill.ca.gov)

Name: Amber Gustaveson, Assistant Teacher  
Email: [amber.gustaveson@morganhill.ca.gov](mailto:amber.gustaveson@morganhill.ca.gov)

Name: Barbara Uribe, Assistant Teacher  
Email: [barbara.uribe@morganhill.ca.gov](mailto:barbara.uribe@morganhill.ca.gov)

Preschool Voicemail Line: 408-310-4286

Preschool teachers are available for a half hour after class if parents need to ask any questions. Parents may email the preschool staff at any time. If there is an urgent need for parents to reach the preschool during class time, please call the CCC Welcome Desk at 408-782-0008.

## Parent Information

### Program Philosophy

Everything a preschool aged child does is a learning experience. At preschool, it is our job to introduce the children to as many different materials and hands-on learning opportunities as we can. We will paint, sing, jump, dance, have storytime, play with play dough, build with blocks, play games, and create art. During circle time we will emphasize oral language and beginning math concepts. Throughout class time, we work on building social skills such as cooperating in a group, listening, taking turns, following directions, and solving problems. Our program is play based and we embrace the theory that children learn best through play.

We are also a part of Project Cornerstone working to build developmental assets one child at a time. Developmental Assets are the positive relationships, opportunities, values, and skills that young people need to grow up caring and responsible. These assets include adult role models, positive peer influence, caring school climates, and a sense that our community values youth. For more information see pages 11 and 12 or visit [www.projectcornerstone.org](http://www.projectcornerstone.org).

### Program Goals

- To instill a LOVE OF LEARNING that students can carry throughout their lives.
- To provide age appropriate skill building activities that foster learning.
- To provide a safe and secure environment that allows children to thrive.
- To give children a sense of self-worth by allowing them to succeed at their own level.
- To encourage creativity and confidence through art, music and motor-skill activities.
- To build social skills including sharing, problem solving, making choices, cooperation, being considerate, taking turns, listening, sitting attentively, and learning appropriate behavior for certain situations.

### Sample Daily Schedule (Time varies depending on age group)

- Free Choice Play (Sensory, dramatic play, science and nature discovery, manipulative and art exploration)
- Circle Time (calendar & weather, music and movement, read-aloud stories and finger plays)
- Hand washing and snack time/ Quiet reading time
- Half of the group goes outdoors to play while the other half remains inside and are able to participate in a more complex small group learning experience and project
- Music and Movement Activities
- Summary of the day and Goodbye Song

***Please note: This is just a sample of how the teachers divide up a basic day. It is important to know that this schedule is an approximation of the time spent and that each teacher and class activities may vary.***

### **Participant Readiness**

Staff reserves the right to terminate a student's enrollment in preschool, or send the student home for the remainder of the day if the result is determined to be beneficial to the class as a whole. A student's enrollment may be terminated if he/she shows signs of the following:

- Behaviors that are disruptive or dangerous to the child, other children, and/or teachers
- Excessive separation anxiety
- Consistently aggressive or disruptive behavior requiring excessive attention of the teacher and/or assistants

### **Potty Training and Bathroom Time**

All children need to be potty trained before beginning our program (no pull-ups). If the child has a potty training accident while at school, the parents will be contacted immediately and asked to come and change her/his child's clothing. **Potty training problems will need to be resolved by October 31<sup>st</sup>.** If the child is still struggling after this date and is having frequent accidents the child will be removed from the class and placed on the top of the registration waiting list. If they become potty trained and a vacancy opens the child can return to the class.

If needed, Preschool Staff will escort children to the bathroom, stand in the doorway with the bathroom door open, and verbally coach the children through the toileting process, assist children with snaps and zippers and make sure that all children wash and dry their hands. Staff then escorts the children back to class.

A parent will be called to return to school to clean their child if staff is unsuccessful in the coaching process or the child becomes upset.

### **Parent Helper Days**

In order to make our program the best it can possibly be, we ask each family to participate as a parent helper in the classroom. How often you are required to work in the classroom will depend upon how many students are in your child's class. Kinder Learner and Afternoon Preschooler parents are asked to help five (5) times per year. Little Learner parents are asked to help four (4) times per year. Parents sign up for "helper days" during Parent Orientation in August and changes will need to be discussed with the teacher during the school year. The Parent Helper's name for each day will be printed on the Monthly Calendar.

We have found bringing younger or older siblings on these days can be a distraction to the teachers, assistants, and students. Please leave your little ones with a babysitter or trade babysitting with one of the other parents.

If you cannot work on your assigned day, please use your class roster to find a replacement parent helper. We count on the parent helper to reduce the student to adult ratio which allows us to spend more quality time with the children. If you have an emergency and cannot help on your day, please call or email your child's Preschool Teacher classroom at 408-310-4294 as soon as possible and leave a message.

On your helper day, remind your child ahead of time that you are excited to spend the school day with him or her, but you are there for ALL the students. Sometimes children who are normally more independent are more “clingy” when you are the parent helper. Teachers understand this, so do not be overly concerned. Encourage your child to join the class and participate, as best they can.

**Snack Policy**

We ask that each student brings a small snack and reusable water bottle each day. The Morgan Hill Preschool Program is endeavoring to promote a nutritious snack program. This calls for a “team approach” between parents and staff. The program encourages active support from parents by focusing on nutritious snacks such as those on the list below. The development of positive attitudes towards healthy food sets a foundation for healthy diet patterns.

Please reserve cupcakes and sweets for birthdays or holiday celebrations only.

Protein	Carbohydrate	Fruits or Veggies
Cheese	Pretzels	Fruit (grapes, strawberries, oranges)
Yogurt	Bread Sticks or Crackers	Veggies with ranch or hummus
Cold Cuts	Unsweetened Cereal	
Cottage Cheese	Banana Bread or Muffins	
Hummus	Zucchini Bread or Muffins	

**\*\*Please No Nuts: Morgan Hill Recreation Preschool is a nut-free school\*\***

**IMPORTANT:** IF YOUR CHILD HAS ANY FOOD ALLERGIES, PLEASE GIVE THE TEACHER A LIST OF WHAT THEY CANNOT EAT. WE WILL ALERT THE OTHER PARENTS TO AVOID THOSE FOODS IN THEIR SNACK.

**Late Pick Up Policy**

Please be on time for pick-up. It is important for your child’s self-esteem and sense of security as well as being considerate to the teaching staff. If you have an emergency and cannot pick up your child on time please call the preschool classroom at 408-310-4294 or the Welcome Desk staff at 408-782-0008. Parents arriving for pick-up later than 10 minutes after class will be charged \$5.00 for every 5 minutes they are late. The fee is payable to the City of Morgan Hill to the teacher or CCC Welcome Desk staff, by cash or check, when the child is picked up. Repeated late pick-ups may incur additional charges at the discretion of the program supervisor.

**SICK CHILD POLICY**

Please follow these guidelines and if your child has any of these symptoms, please keep them home:

1. Fever within the last 24 hours
2. Excessive wheezing or coughing.
3. First 2 days of a cold, especially if the child is uncomfortable or has a runny nose with yellow/green mucous or a persistent cough.
4. Rash (not heat or allergy related).
5. Diarrhea.
6. Vomiting within the last 24 hours.

7. If your child is unable to participate in outdoor activities which are a regular part of our schedule. On rainy or very stormy days we will have activities inside the CCC in a different room, rather than outside.

Please be considerate of other children when deciding whether or not your child is healthy enough to attend class. Thank you for your consideration.

**IMPORTANT:** Please contact the preschool staff immediately if your child has become ill with a contagious disease (lice, hand foot mouth (HFM), chicken pox, etc). It is our responsibility to notify all parents of their child's exposure.

### **Payment Policy**

A full month tuition payment is required to hold your child's spot for September. Cancellation notices received on or before August 1<sup>st</sup> will receive a refund, minus a Cancellation Fee of \$100. Cancellation notices received on or after August 2<sup>nd</sup> will forfeit all monies paid to date. Payment for the first month may be paid by check, cash, or Visa/MasterCard. Each payment after the first month will be set up as an automatic payment through your checking account.

Automatic payments are processed on the **FIRST DAY OF EACH MONTH**. A bounced check fee is charged if payment does not go through. Please fill out a new Payment Authorization Form if your checking account number changes. Submit this immediately to avoid the bounced check fee.

### **Cancellation Policy**

If you do not plan to have your child continue, we request that you notify your child's teacher and fill out the Preschool Cancellation Form and submit it to the CCC Welcome Desk at least two (2) weeks prior to your child's last day. This will allow us to stop your automatic payment on time.

### **Financial Aid**

The City of Morgan Hill Community Services Department offers recreation scholarships on a first-come first-served basis while funds are available. They are available one month per season (Fall, Winter, Spring, and Summer) per child only. Please contact Mariah Dabel for more information.

### **Tax Forms**

If you would like copies of your monthly tuition payments for tax purposes, please contact the Community and Cultural Center Welcome Desk at 408-782-0008. The Tax ID # is: 94-6000377

### **Tips for Parents**

- For security purposes, the preschool classroom remains locked at all times. The teacher will open the door a few minutes before class to welcome students and families.
- Take your child to the bathroom BEFORE bringing them to class. (You may use the restroom in the CCC or classroom).
- We ask parents to please keep cell phones turned on during school hours, in the event we need to reach you.
- Preschoolers may bring a SMALL backpack to school to keep in their cubby. Include a light sweater or jacket for cool weather.

- To help your child be more comfortable in the event of a “bathroom accident”, please keep a simple change of clothes in a gallon Ziploc bag with your child’s backpack throughout the entire year.
- Please do not drop off your child early or pick them up late.
- Please be on time for class! The “free choice” time provides valuable socialization time.
- When picking up your child after class, please wait outside the room until the teacher opens the classroom door. Doors are locked during class so that no one enters or leaves the classroom without the teacher’s knowledge. If you need to disrupt the class while in session, please knock (loudly!) on the door.
- After our “goodbye song”, children will be asked to sit at the tables (they can read a book), until the parent comes to sign them out. Children will not be released to an adult if they are not so indicated on the child’s registration form. ID’s will be required for any adult the teacher does not recognize.
- Make sure to check your child’s cubby before you leave the room for any artwork or notes from the teacher.
- Teacher and assistant will communicate with the parent after class if there are any behavior difficulties during class. We require signed acknowledgement if there was an incident or accident report filled out.
- Because many of our art projects are messy, please dress your child in comfortable “older” play clothes that will allow them to participate to the fullest.
- Sneakers are recommended to protect feet while playing in the playground, and outside areas. Please no shoes with high heels or flip flops.



# Frequently Asked Questions

## **1. WHAT SHOULD I BRING TO REGISTRATION DAY?**

- Original and Copy - Proof of child's age –Birth Certificate
- Original and Copy - Proof of child's vaccinations record card (immunization)
- Completed Registration Packet
- Voided Check in order to set up automatic monthly payments.
- September Tuition Payment

## **2. HOW CAN I VISIT OR OBSERVE THE CLASSROOM BEFORE SIGNING UP MY CHILD?**

- We encourage you (and your child) to arrange a visit to the preschool while class is in session. Contact Mariah Dabel at the Community and Cultural Center at 408-310-4277 or [mariah.dabel@morganhill.ca.gov](mailto:mariah.dabel@morganhill.ca.gov) to schedule a tour.

## **3. HOW MANY STUDENTS ARE IN EACH CLASS?**

- There are 24 children in Kinder Learners and Afternoon Preschool, and 22 in Little Learners.

## **4. WHAT IS THE RATIO OF STUDENTS TO TEACHERS?**

- There is one teacher and two assistant teachers plus a parent helper in each class. (8:1)

## **5. DOES MY CHILD HAVE TO BE COMPLETELY POTTY TRAINED?**

- All students must be trained by October 31<sup>st</sup> in order to stay in the class. If they are not trained by then and are having regular accidents they will have to be dropped from the class and placed on the top of the waiting list. If they become potty trained and a vacancy opens the child can return to the class. There are no diapers, pull ups, or training underwear allowed in the preschool classroom.

## **6. DO PARENTS HAVE TO PARTICIPATE/HELP IN THE CLASSROOM?**

- Yes, parents are responsible for helping in the classroom approximately 5 times a year in Kinder Learner and Afternoon Preschool classes and 4 times a year in Little Learners. It can be a parent or caregiver or a responsible adult family member (we welcome grandma or grandpa!).

## **7. WHAT EDUCATION DO TEACHERS HAVE?**

- Our teaching team exceeds our minimum requirements, and their full bios can be viewed on the preschool website. Lead Preschool Teachers are required to have a minimum of 12 units of Early Childhood Education completed and a minimum of 2 years of experience working with children in a preschool environment. Assistant Teachers are required to have a minimum of 1 year of experience working with children in a preschool environment and/or completion of Early Childhood Development classes.
- All preschool staff have completed a background check (fingerprinting) and TB screening. They are also CPR and First Aid certified, mandated reporters, and receive regular refresher trainings in recreation topics.

## **8. WHY ARE THE CLASSES ONLY 2 ½ or 3 HOURS?**

- Little Learner classes are 2 ½ hours twice a week to provide the young child with an initial preschool experience and an opportunity for socialization. Kinder Learners and the Afternoon Preschool meet for 3 hours three times a week to offer more opportunities for learning and skills

development, in preparation for Kindergarten. We feel this schedule allows for a rich balance of the home and school environment.

**9. WHAT TYPE OF CURRICULUM DO YOU TEACH?**

- We are a play-based preschool. We believe in teaching our children through play and instilling a love of learning in each child. We emphasize process and not product in our activities.
- We teach children the building blocks so that they can be successful when they move on to Kindergarten. Skills such as taking turns, personal space, problem solving, fine motor skills, letter recognition, social skills, asking for assistance, and many more.

**10. WHAT DO YOU DO ON RAINY DAYS?**

- We move the children to a room inside the Community and Cultural Center and provide fun and physical activities, mainly music and movement games. Children can express themselves and build their social and motor skills by playing with instruments, dancing with streamers and scarves, and playing games.

**11. WHAT DO YOU DO IN CASE OF AN EARTHQUAKE OR EMERGENCY?**

- During the school year we will do one to two drills where we teach children how to remain calm and how to evacuate the classroom safely. Children will be trained to hold a rope all together with handles and walk out to the northeast corner (Fifth and Depot) of the CCC parking lot along with the Preschool Teacher, Assistant Teachers, parent helper of the day, and staff on duty. Parents would pick up their children at that location or in the Children’s Pavilion if it is safe.

**12. CAN I CANCEL AT ANYTIME DURING THE PRESCHOOL YEAR?**

- Yes. We require 2 weeks’ notice to have time to cancel your automatic draft. Please contact your preschool teachers or Supervisor if there are specific reasons why you are canceling your membership. All cancellations must be confirmed by a signed cancellation form located at the Welcome Desk.



# CURRICULUM

## It Looks Like Play.....It's Really Work

<b>PAINTING..... develops.....</b> Using bright colors to create satisfying personal symbols. Movement of arms, wrists, hands and fingers.	<b>WRITING SKILLS</b> Working with paints and crayons is relaxing and gives the thrill of accomplishment as well as providing practice in the use of hand and arm muscles.
<b>SHARING PERIODS..... develops.....</b> Relating what has happened at home, e.g. the new baby. Explaining a painted picture. Describing something constructed: the new car, a visit to a relative's house or a ride on a train.	<b>LANGUAGE SKILLS</b> Speaking before a class, giving a recitation or a report, is sometimes difficult, especially for shy children. Telling stories helps overcome this difficulty.
<b>RHYTHMS and SINGING..... develops.....</b> Hopping, skipping, and running in rhythm. Dancing like whirling leaves or gliding like an airplane. Singing of falling snow and growing trees.	<b>SELF-EXPRESSION and COORDINATION</b> Children need to do things with others in harmony, where the help of all is necessary. They need to use words clearly to express thoughts and to express themselves through music and movement.
<b>LOOKING AT BOOKS..... develops.....</b> Turning pages, looking at bright colored pictures. Telling others about them, making up stories about them. Showing others what is interesting or funny.	<b>INTEREST IN BOOKS</b> Books become interesting, friendly things and words in print tell a story.
<b>LISTENING TO STORIES..... develops.....</b> Stories are read and discussed. Children tell of their experiences and share made-up stories.	<b>LISTENING SKILLS</b> Listening to others isn't easy in an age characterized by activity, but listening and thinking are necessary skills for communicating with others.
<b>SHARING PLAYTHINGS..... develops.....</b> Taking turns with toys and games, with scissors and glue, letting others play and cut. Understanding how a group can have fun and get things done too.	<b>SOCIAL SKILLS</b> At home, playthings are "mine," in the school "ours." It's a hard lesson, but a necessary one for success in school and for living with others pleasantly.
<b>CUTTING AND PASTING..... develops.....</b> Scrapbooks, Illustrations for a story. Pictures for a bulletin board display. Holiday decorations. Creating our own designs.	<b>WRITING SKILLS</b> Cutting on a line is hard. Keeping paste within bounds takes concentration. Small hands and young muscles need training and development for finer writing skills.

# 41 Developmental Assets

Developmental Assets are the positive values, relationships, skills, and experiences that help children and teens thrive. These assets help young people grow up to be caring and responsible adults. The City of Morgan Hill and the Preschool Program strive to attain these assets in all programs we offer.

## EXTERNAL ASSETS



### SUPPORT

1. **Family Support** | Family life provides high levels of love and support.
2. **Positive Family Communication** | Young person and her or his parent(s) communicate positively, and young person is willing to seek advice and counsel from parents.
3. **Other Adult Relationships** | Young person receives support from three or more nonparent adults.
4. **Caring Neighborhood** | Young person experiences caring neighbors.
5. **Caring School Climate** | School provides a caring, encouraging environment.
6. **Parent Involvement in Schooling** | Parent(s) are actively involved in helping the child succeed in school.



### EMPOWERMENT

7. **Community Values Youth** | Young person perceives that adults in the community value youth.
8. **Youth as Resources** | Young people are given useful roles in the community.
9. **Service to Others** | Young person serves in the community one hour or more per week.
10. **Safety** | Young person feels safe at home, school, and in the neighborhood.



### BOUNDARIES AND EXPECTATIONS

11. **Family Boundaries** | Family has clear rules and consequences and monitors the young person's whereabouts.
12. **School Boundaries** | School provides clear rules and consequences.
13. **Neighborhood Boundaries** | Neighbors take responsibility for monitoring young people's behavior.
14. **Adult Role Models** | Parent(s) and other adults model positive, responsible behavior.
15. **Positive Peer Influence** | Young person's best friends model responsible behavior.
16. **High Expectations** | Both parent(s) and teachers encourage the young person to do well.



### CONSTRUCTIVE USE OF TIME

17. **Creative Activities** | Young person spends three or more hours per week in lessons or practice in music, theater, or other arts.
18. **Youth Programs** | Young person spends three or more hours per week in sports, clubs, or organizations at school and/or in community organizations.
19. **Religious Community** | Young person spends one hour or more per week in activities in a religious institution.
20. **Time at Home** | Young person is out with friends "with nothing special to do" two or fewer nights per week.

## INTERNAL ASSETS



### COMMITMENT TO LEARNING

21. **Achievement Motivation** | Young person is motivated to do well in school.
22. **School Engagement** | Young person is actively engaged in learning.
23. **Homework** | Young person reports doing at least one hour of homework every school day.
24. **Bonding to School** | Young person cares about her or his school.
25. **Reading for Pleasure** | Young person reads for pleasure three or more hours per week.



### POSITIVE VALUES

26. **Caring** | Young Person places high value on helping other people.
27. **Equality and Social Justice** | Young person places high value on promoting equality and reducing hunger and poverty.
28. **Integrity** | Young person acts on convictions and stands up for her or his beliefs.
29. **Honesty** | Young person "tells the truth even when it is not easy."
30. **Responsibility** | Young person accepts and takes personal responsibility.
31. **Restraint** | Young person believes it is important not to be sexually active or to use alcohol or other drugs.



### SOCIAL COMPETENCIES

32. **Planning and Decision Making** | Young person knows how to plan ahead and make choices.
33. **Interpersonal Competence** | Young person has empathy, sensitivity, and friendship skills.
34. **Cultural Competence** | Young person has knowledge of and comfort with people of different cultural/racial/ethnic backgrounds.
35. **Resistance Skills** | Young person can resist negative peer pressure and dangerous situations.
36. **Peaceful Conflict Resolution** | Young person seeks to resolve conflict nonviolently.



### POSITIVE IDENTITY

37. **Personal Power** | Young person feels he or she has control over "things that happen to me."
38. **Self-Esteem** | Young person reports having a high self-esteem.
39. **Sense of Purpose** | Young person reports that "my life has a purpose."
40. **Positive View of Personal Future** | Young person is optimistic about her or his personal future.
41. **Positive Cultural Identity** | Young person feels proud of her/his cultural background.