

# Primetime Preschool



Welcome to the Primetime Preschool Program!

Primetime Preschool is designed to help children grow to their full potential, laying the foundation for tomorrow. The primary focus is the positive growth of the whole child. The foundation started in our program will enable each child to feel valued and motivated to become a life-long learner.

Primetime Preschool offers a well-planned, age-appropriate curriculum for preschoolers. The curriculum includes a variety of activities that will excite young learners to grow and develop socially, emotionally, physically, and academically.

## PHILOSOPHY

Our philosophy is “Children Learn through Play and Play to Learn.” Our staff of lead teachers and aides will help develop children through opportunities for cognitive learning experiences; encouraging them to express their uniqueness through art, language, science, music and movement, mathematics, character building, and more while preparing them for their continued education.

### Primetime Preschool Office:

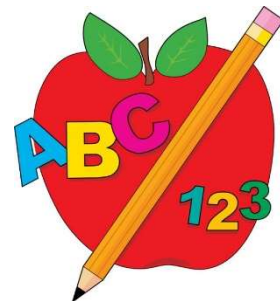
Phone: (661) 250-3769

Email: [primetimepreschool@santaclarita.gov](mailto:primetimepreschool@santaclarita.gov)

Website: [santaclarita.gov/primetimepreschool](http://santaclarita.gov/primetimepreschool)

Supervisor: Jennifer Lindstrom

Coordinators: Xochitl Camarena, Jacqueline Martinez and Angela Reynolds



### Primetime Preschool Staff

Our staff is specifically chosen for their dedication to meeting the developmental and emotional needs of children. Primetime Preschool upholds the highest standards for staff selection and has a centralized process that entails an interview, negative TB results, and a criminal background screening (LIVE Scan). Each member of our staff meets the City of Santa Clarita’s qualifications, completes orientation and comprehensive training, and is certified in CPR and First Aid. Lead teachers have completed at least 12 units of Early Childhood Education classes with most holding degrees. As an early-childhood education provider, we strive for the best level of customer service, experience, and commitment to our children and their families.

**Communication with Teachers**

Parent/teacher communication is very important. Your child’s teacher is available for limited discussion both before and after class. You may communicate by contacting them at the appropriate number below (during school hours):

<b>Canyon Country Park</b>	(661) 284-1456
<b>Newhall Park</b>	(661) 284-1451
<b>North Oaks Park</b>	(661) 284-1454
<b>Santa Clarita Park</b>	(661) 284-1455
<b>The Centre</b>	(661) 250-3769
<b>Valencia Glen Park</b>	(661) 284-1452
<b>Valencia Meadows Park</b>	(661) 284-1453



Primetime Preschool utilizes Procure Solutions for daily electronic sign-in/out and as a tool to communicate with parents. Procure offers an easy to use app to provide updates on upcoming events, time-sensitive information, and a look inside the classroom with photos of daily activities. Families will receive an email from Procure with a unique 10-digit code and instructions on how to download and log into the app. The email will be sent to the email address on file in the City’s online registration system. The program information and photos shared are intended for Primetime families, and should not be shared on public platforms.

**Minimum Qualifications for Participation**

- Children must turn 3 or 4 by September 1 (no exceptions).
- Children must be fully potty trained and able to use the bathroom independently (no pull-ups). If they have an accident, children must be able to clean themselves and change their clothes if extra clothes were provided. Staff may assist children with verbal cues, buttons, snaps, and zippers. Children must be able to pull pants up and down independently. Parents are asked to provide an extra change of clothes at the beginning of the year. If there is not a change of clothes sent to school, or if the bathroom accident is a bowel movement, parents will be called to come to school. Children having multiple accidents at school are not considered completely potty trained and a discussion with the parent will be scheduled with the possibility of dis-enrollment. If your child is dis-enrolled, tuition will need to be paid if you would like to hold your spot during the time they are working on potty training.

**Required Forms**

For the safety of the children participating in our program, we require a Health History Form and Enrollment Agreement for each child. The forms can be submitted online or hard copies completed and submitted on your child’s first day. Your child will not be allowed to attend the program until the required forms are submitted. All forms must be completed in their entirety.

**Attendance**

We highly encourage children to attend class as scheduled but certainly understand if a situation comes up in which they are not able to attend. In order to keep staff and other children healthy, we request that you keep children at home who are sick or showing symptoms of illness. We ask that you notify the teacher on the classroom phone or via email if your child has to miss school for any reason. If your child is ill, please notify the Primetime Preschool office as well. No credit for missed days will be given and make-up days are not offered.



### **Daily Sign-in and Out Procedures**

For safety reasons, all children must be accompanied by a parent or guardian at arrival and departure time. Children must not be left unattended before staff arrives at 8:30 a.m./9:00 a.m. and they may not sign themselves in. All parents/guardians must sign their child in and out each day. **We cannot be responsible for your child unless they are signed in.** Primetime Preschool will be utilizing Procure Solutions to sign children in and out electronically each day. Parents can utilize the PIN or QR code generated for each child on the Procure app to sign-in/out daily. Please be prepared to show a **picture ID** each day in order to pick up your child. Tables will be arranged outside the community room for sign-in and out.

### **Bathroom Procedures**

Staff will escort children to the restroom as a group throughout the day. Children will wash hands immediately after using the restroom.

### **Snack Time/Nutrition Time:**

All children must bring a snack to the program each day. Snacks need to be in a paper bag or nylon foldable lunch bag, and must be clearly labeled with your child's name. Snacks **should not** contain perishable foods, such as tuna fish or sandwiches with mayonnaise as we are not able to refrigerate them. The parent decides "how much" food to send with their child. The children are encouraged to eat something, but are not pressured to eat everything. Please provide your child with a nutritious snack rather than sugary treats. Fruit, cheese and crackers, a sandwich, and a juice drink are popular choices. Children will need a substantial nutritious snack/meal which will give them the "brain power" they need for the learning centers that follows. Children will wash their hands before eating snack and will eat at tables inside the classroom. During snack time, we encourage the child to open their own snacks and drinks as much as possible. Opening a bag of chips strengthens the small muscle area that is used in printing skills. After eating, children are asked to clean up their area. This may be a new concept for some children, but it is important that they learn.

### **Additional Things to Bring**

- Refillable water bottle with your child's name is required – drinking fountains will be utilized to refill water bottles
- Closed-toe shoes (Crocs are not allowed). For safety purposes, we do not allow children to wear sandals or open-toe shoes
- Children's belongings will be kept in cubbies

Please remember to clearly mark all of your child's belongings with his/her name.

### **Playground Usage**

Primetime Preschool classes will utilize the following protocols when using the playground as part of outside play time:

- Preschoolers will use the restroom and wash hands prior to playing on the playground
- After using the playground and upon returning to the classroom, children will immediately wash hands with soap and water

Please keep in mind, classes may not use the playground every day during outside play time. Playground use will be at the discretion of the teacher based upon the amount of people from the public utilizing the playground each day.

## **Illness Procedures**

The City of Santa Clarita has always adhered to illness procedures for its youth programs and must be closely followed while participating in Primetime Preschool for the health and safety of children and staff alike. In order to keep staff and other children healthy, we request that you keep children at home who are sick or showing symptoms of illness. Your child will be better served by staying home. Please ensure that you understand the following illness procedure prior to your child's attendance in the program.

### **IF A CHILD BECOMES SICK WHILE AT PRIMETIME PRESCHOOL**

1. Staff will notify the Primetime Preschool office of the situation and isolate the child in the park office while staff monitors.
2. Parent/guardian will be called (any names listed on the Health History Form) to pick up the child promptly.
3. The Primetime Preschool office to determine the next steps based on the symptoms the child has exhibited.

In the event that a staff member or participant tests positive for COVID and has symptoms, the following isolation procedures will be followed:

1. Isolation may end when fever-free for 24 hours without using fever-reducing medication and other COVID-19 symptoms are mild and improving
2. Must wear a mask indoors when around other people indoors for 10 days after becoming sick or testing positive

No isolation is required for those who are positive but do not have symptoms. Instead, they only need to wear a mask when around other people indoors for 10 days after testing positive.

Please note, the City will require that participants and staff adhere to all Public Health Orders. As Orders change, information will be updated. If Orders are revised throughout the course of the program, participants and staff will be informed and required to follow any updated Order.

**Communicable Diseases (i.e., chicken pox, measles):** Please let us know if your child contracts a communicable disease so that we may inform other parents. Your child may come back when cleared by a doctor. For chicken pox, all spots must be dry.

**Lice:** If your child is found to have lice, you will be called to pick up your child since lice are highly transmittable. Before your child may return, he/she needs to be free of lice, as well as eggs. Please thoroughly clean wherever your child puts his/her head—car seats, sofas, towels, pillows, etc. to stop the infestation. We will also take steps to treat the site (e.g. rugs, mats).

**Additional illnesses and conditions where we ask that you keep your child at home include, but not limited to:** any unexplained rash, skin infections, pink eye and other eye infections, or just not well enough to follow the day's routine, including outside play.

### **Authorization to Pick up**

While we recommend that one person is designated as the pick up person for your child, we understand that there may be circumstances when another person, aged 16 or older, has to pick your child up. For the protection of your child, only people whom you have authorized on the Health History form may pick-up your child from the program. Please make sure this individual brings a photo ID. Staff will check identification and confirm authorization of individuals seeking to pick up children from the program daily. This is for your child's protection. Anyone without proper authorization will not be allowed to take a child. **If you wish to add an additional person to the authorized pick up list on your child's Health History form, you must do so in person with the Preschool Teacher. No faxes, emails, or authorization by telephone will be accepted as we cannot confirm your identity.**

### **Fees and Payments**

Primetime Preschool Payment Options

- 1. Pay in full at the time of registration.**
- 2. Participate in the payment plan.** Pay for the first month of attendance at the time of registration. Payments must be made by the 1<sup>st</sup> of each month (October – May). By enrolling in our payment plan you are required to have a credit card on file and opt into automatic payments to pay the monthly tuition.

**If the payment is not received by the 5<sup>th</sup> of the month, a \$15 late fee will be applied and added to your account. If the payment is not received by the 10<sup>th</sup> of the month, your child will be removed from the program and their spot made available to those on the waitlist.**



### **Refund Policy**

All requests for withdrawals must be submitted to the Primetime Preschool office on the *Withdrawal Form* located on the Primetime Preschool website under the Parent's Corner tab.

- **Prior to the School Year:** Notification must be received by the Primetime Preschool before the second scheduled class (Sept. 5/6, 2024) to receive a full refund, minus a \$50 administrative fee.
- **After School Year Begins:** Notification must be received by the Primetime Preschool office by the 15th of each month. Tuition fees already paid for the current month are non-refundable and prorated refunds will not be issued for days missed. \$50 administrative fee will apply. If parent has paid in full for the entire school year in advance, any remaining months will be refunded.

### **Court Orders**

Court orders, including, but not limited to custody orders, temporary restraining orders, or injunctions may be submitted to the City to be kept on file. City staff is required to notify the program supervisor and Human Resources of any submitted documentation or information regarding a court order. City staff is not trained to interpret court orders. City staff must receive authorization from their program supervisor or Human Resources before taking any action pursuant to a court order. Children will only be released to individuals who are authorized and listed on the Health History Form. If disputes arise between parties, as necessary, staff must contact the Los Angeles County Sheriff to determine and establish resolution.

### **Late Pick-Up Charge**

A late fee is applied as soon as class concludes at 12:00 p.m. or 12:30 p.m. and we ask that parents are at the classroom and in line prior to dismissal. There is a \$5 charge for the first 15-minute increment, or portion thereof and \$1 per minute charge thereafter, if you are late picking up your child. We do not offer a grace period and the late fee is applied as soon as class concludes. The late charge is due and payable (by check) at

school the day in which you are late. Please note, if you are late picking up your child twice during the school year, you will be contacted by the Recreation Coordinator or Supervisor. On the third offense, your child may be suspended until arrangements can be made to ensure your child is picked up on time.

### **Dress**

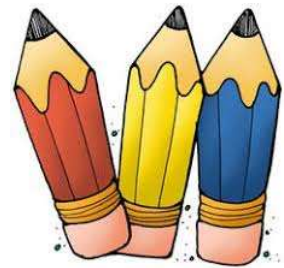
Preschool is an active place... we work hard, play hard, and we often get messy! Sturdy, washable, weather-appropriate clothes are best. We want your child to participate in all of the scheduled activities without worrying about clothes. We require children to wear closed-toe shoes at all times.

### **Outdoor Safety**

Children will be required to wear a safety bracelet when the class goes outside to play. We ask that you send your child to school in closed-toe shoes that will allow them to run and play without risk of injury.

### **Current Information**

It is important that the school always has on file your current home address, home and cell phone numbers, email address, and emergency contacts. Please keep your Civic Rec online registration account updated and notify the teacher immediately of any changes.



### **Monthly Newsletters**

Monthly newsletters are sent to parents with reminders, upcoming events, and weekly curriculum. This is an important way to stay informed. Newsletters will be posted on the preschool website and emailed monthly by the teacher.

### **Parent and School Relations**

Good communication between school and parents is important. A Parent Meeting will be offered prior to school beginning for families to meet preschool staff and ask questions. Parents will be kept informed of their child's progress and activities through progress reports and monthly newsletters. Primetime Preschool will also use the ProCare App to communicate with parents. Teachers are typically available for 30 minutes before or after school. If it seems the teachers are not free to talk during class, please understand that the children come first and we would be happy to arrange a time that allows for more in-depth conversation. Teachers, along with the parent, and child, all in unison will make this preschool experience THE BEST!

### **Family Engagement Opportunities**

Primetime Preschool offers multiple opportunities for family engagement throughout the school year, as outlined in the 2024-25 school calendar. In addition, opportunities for classroom volunteers will be available at specific times.

### **Tax Information**

The City of Santa Clarita's Tax I.D. number is **95-4133918**. Year-end tax information can be obtained by logging into your CivicRec account at [santaclarita.gov/seasons](https://santaclarita.gov/seasons) and reviewing your account information/receipts.

### **Discipline Policy**

The early school years for children are a time of exploration, developing a healthy self-image, and a positive concept of the world around them. Aided by caring teachers and aides, it can also be a time of greatly enriched learning experience at every level. We believe positive reinforcement and praise are the most effective ways of encouraging and empowering children to understand and abide by socially acceptable

limits. We have established a simple set of rules that will enhance the growth and development of your child and will provide a safe and positive environment for everyone.

- The rules are:
1. Do not hurt anyone
  2. Use your words to communicate
  3. Show respect for all classroom materials
  4. Follow directions

### **Disciplinary Procedures**

In the event that these rules are broken, the following steps will be taken:

1. Verbal warning and staff will direct the child to a more appropriate behavior
2. Reflection time will be given to allow the child to gain control of him/herself
3. If the negative behavior continues, the parent may be called to pick the child up and/or a Behavior Log completed
4. A parent conference may be requested if there are repeated violations

Examples of specific misbehavior include, but not limited to:

1. Endangering the health and safety of themselves, other children, or staff
2. Consistent use of profanity or inappropriate behavior
3. Destroying materials or property
4. Continual disruption of the program
5. Refusal to follow instructions
6. Inappropriate physical contact (hitting, biting, etc.)
7. Use of profanity or inappropriate language/gestures
8. Disrespect shown towards teacher, aides, or other children

We strive to provide a safe and constructive environment for all of our children. In the event that there is a need for discipline, the following Disciplinary Action Plan will be followed:

1. The child will be given a verbal warning and staff will direct the child to a more appropriate behavior.
2. The child will be given time away from the group and activity. Staff will explain what rule(s) have been broken, why they are receiving time away, as well as the consequences for future negative behavior. The incident may be documented in the Behavior Log.
3. The child will need to speak with the Teacher and the incident will be documented in the Behavior Log for the parent/guardian to review and sign. A phone call to the parent/guardian may also be required at this time.
4. If the behavior persists, the child will be removed from all activities and parents will be called to pick up the child. **If the child's behavior at any time threatens his/her immediate safety, or the safety of other children or staff, the parent/guardian will be notified and expected to pick up the child immediately.**
5. If the negative behavior continues and the child is sent home a second time, the parent/guardian will be contacted by the Recreation Supervisor or Coordinator at which time a Behavioral Contract will be completed where expectations and consequences will be discussed.
6. In the event the child continues to not meet the behavior expectations, he/she may be suspended or removed entirely from the program. **No refunds will be issued.**
7. The Recreation Supervisor reserves the right to forgo the Disciplinary Action Plan and commence immediate dismissal of a child based on the severity of the behavior.

*Please be sure to review these rules with your child.*



### **Code of Conduct**

For continual enjoyment, program participants must abide by all posted rules at the facility as well as those outlined in this handbook specific to the program. By submitting the registration form for your child to participate in this program, you on behalf of your minor child, agree to abide by the policies and conditions of the Recreation and Community Services Division "Code of Conduct". (For complete Code of Conduct policy, see our website at [SantaClarita.gov/seasons](http://SantaClarita.gov/seasons))

### **Medication Policy**

Teachers are not permitted to administer prescription or non-prescription medication to children (except Epi-Pens and Asthma Inhalers as staff is trained for emergencies only). Staff can only assist a child who can self-medicate and then only with written authorization from the parent.

If your child should need medication while at school, the following instructions must be followed:

1. The medication must be brought in its original container to your child's teacher
2. You must complete the Medication Consent Form providing written instructions indicating the quantity and the time that your child is to take medication, as well as any other directions. This form also gives written clearance to the City of Santa Clarita to provide the medication to your child.
3. Medication that is prescribed must be in your child's name
4. Sign medication in on the Medication Log in class



### **Injuries**

Your child's safety and well-being is our number one priority. If your child is injured, preschool staff will take whatever steps necessary to obtain medical care if warranted.

**Minor accidents (bumps, scrapes):** All minor accidents will be recorded in the First Aid Log. You will be notified of the injury and the first aid provided at the time of pick-up.

**Bee Stings:** Staff is not allowed to remove objects imbedded in the skin. In the event that your child gets stung by a bee, parents will be notified immediately and given the option to pick up their child or come to the park location to remove the stinger and allow them to return to the scheduled activities.

**Head Injuries:** If at any time a child injures their head while in the program, as a precaution, parents will be notified by staff informing them of the situation.

### **In the event of a major accident:**

1. We will attempt to contact the parent/guardian first (if it's life-threatening, 9-1-1 will be called first)
2. We will attempt to contact you through any person listed on the Health History Form
3. If we cannot contact you, we will call an ambulance to have advanced medical care administered

### **Emergency Procedures**

Primetime Preschool staff is trained to handle specific emergencies should one occur. Our priority is to make sure the children are in a safe place while keeping them calm. Teachers or aides will contact parents by phone. It is extremely important to list a phone number on the Health History form, where you can be reached during school hours in the event they need to contact you. Our staff will stay and comfort your child until you arrive to sign them out.



### **Emergency Lockdown Procedure**

If a lockdown command is ordered due to police activity or a threat in the area, immediate action will be taken to protect children and staff.

If outside, staff will gather the children and run to a secure location away from possible danger. If sheltering in place is necessary, staff will use a wall or furniture to block access and move inside as soon as it is safe to do so.

If inside, staff and children will stay in the building and staff will initiate the following lockdown procedures:

- Ensure all exterior doors are locked, turn off lights and close the blinds. Blockade the door with furniture
- Silence cell phones and have the group remain quiet away from any windows
- Do not open the door
- Wait for further information given by law enforcement or City officials

Remain on lockdown until:

- An all clear call is made by a City official
- A member of law enforcement or City staff member opens the door with a master key to inform staff that the area is safe
- Law enforcement evacuates the facility, at which time staff and children will walk single file, hands in the air, remain quiet and follow directives from officers on the scene

**For safety reasons, children will not be released during any lockdown nor will parents be allowed inside. Parents will receive notifications from City staff through phone, email, Procare Solution app, and/or text.**

### **Reporting Suspected Child Abuse**

In order to ensure the well being of the children in our care, staff has a duty under state law to report incidents of possible neglect or abuse to the Department of Children and Family Services (D.C.F.S.) and to cooperate in any investigation of such possible neglect or abuse. D.C.F.S. may send social workers and personnel to speak with the child in regards to any alleged incidences of child abuse and may legally do so without parent permission or consent.

City of Santa Clarita staff are mandated reporters and must follow California statute for mandatory reporting (Penal Code Section 11166). Staff may be subjected to criminal penalties if we fail to report such possible harm. Staff is not allowed to comment to parents, other staff, or any other person on the subject of reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. All child abuse investigations are a matter for D.C.F.S. or local law enforcement.

### **What to Expect on the First Day of School**

The first day of school is an exciting milestone for you and your child. Your child is embarking on a journey that will lead them to many new adventures and new friendships.

As wonderful as this new experience may be, it can also be quite stressful for the child and parents. It is common for even the most outgoing child to be anxious the first day of school.



We have provided a few suggestions for assisting your child. Remember, we are here to provide you with support and assistance; making your child's first school days happy days.

- Speak to your child about the new preschool experience by explaining what to expect. Answer all questions directly and honestly.
- Have a positive attitude. Preschool age children are aware of your feelings. Providing a happy and positive attitude will assure the child that preschool can be a fun and exciting place.
- Establish a routine involving both the night before a preschool day as well as morning preparation. Rituals and routines will add predictability and are comforting in unfamiliar situations (i.e., choose clothes to wear the night before or have the child help pack their snack for the next day.)
- Tell your child where you will be and when you will return. It may also be helpful to discuss what will happen when you are reunited.
- Establish a clear goodbye routine. This may include letting the child know you are leaving, a kiss and hug, or a wave goodbye.

Please remember, we are here to help make your child's first day of school a happy transition and we look forward to an exciting and fun year!

### **Primetime Preschool Daily Schedule**

This class will provide an easy transition from home to school, focusing on basic academics, listening skills, developing fine and gross motor skills, communication, socialization, and independence.

#### **"A Typical Day" Class Schedule – Subject to Change**

##### **Primetime Preschool 3-year-old class**

<b>9:00-9:20 a.m.</b>	Arrival time and exploration/discovery
<b>9:20-9:50 a.m.</b>	Look, Listen, and Learn (Circle Time)
<b>9:50 – 10:20 a.m.</b>	Outdoor Play – Large Muscle Development (weather permitting)
<b>10:20 – 10:45 a.m.</b>	Bathroom Use, Hand Washing, and Nutrition Time
<b>10:45–11:30 a.m.</b>	Learning Centers
<b>11:30–12:00 p.m.</b>	Closing Circle (Music and Movement, Story Time)

##### **Primetime Preschool 4-year-old class**

This class will provide Kindergarten readiness with a curriculum that concentrates on early literacy, cognitive learning experiences, creative expression, and opportunities for social/emotional growth.

<b>8:30-9:00 a.m.</b>	Arrival time and exploration/discovery
<b>9:00-9:30 a.m.</b>	Look, Listen, and Learn (Circle Time)
<b>9:30-10:00 a.m.</b>	Teacher Directed Activity
<b>10:00–10:30 a.m.</b>	Outdoor Play – Large Muscle Development (weather permitting)
<b>10:30 –11:00 a.m.</b>	Bathroom Use, Hand Washing, and Nutrition Time
<b>11:00 a.m.–12:00 p.m.</b>	Learning Centers
<b>12:00–12:30 p.m.</b>	Closing Circle (Music and Movement, Story Time)

## Schedule of Activities

### Exploration/Discovery Time:

Primarily a "child-directed" time, in which children are free to choose which activity they would like to participate in. The emphasis during this time is on process, NOT product. It provides opportunities for the child to develop decision-making skills, while also developing small muscle coordination, fine motor dexterity, eye-hand coordination, visual and spatial relation skills, creative expression, and critical thinking skills. To the untrained eye, this often appears to be "just play," but it involves much more!

### Circle Time/Look, Listen, and Learn:

A "teacher-directed" time in which the child learns acceptable behavior in a "school" setting. In Primetime Preschool, activities include calendar and counting, exposure to letter recognition and sound, as well as stories, songs, and much more.

### Teacher Directed Activity: Primetime 4-year-old class

This is an opportunity for the teacher to guide the class in a whole group academic activity which involves following verbal directions for the completion of the activity. Activities include cutting and pasting projects, pattern worksheets, science experiments, language development activities, and more.

### Outdoor Play:

This is an opportunity for children to develop large muscle skills while participating in activities while maintaining social distancing. The right and left sides of his/her brain is working together and coordination is being developed while it appears as if the child is "just having fun."

We will have outdoor playtime daily, unless it is extremely hot, cold, windy, or raining. If your child is not well enough to play outdoors on a specific day, please do not send them to school, as we cannot have some children stay inside while the majority go outdoors.

### Learning Centers

This is an opportunity for learning and exploration with activities with game (examples include Memory, Lotto, or Bingo), science experiments or art projects in which children learn to take turns, follow directions, and learn colors, numbers, letters, and/or shapes. Centers change daily depending on theme.

### Closing Circle:

The children will come back together again for a short story, discuss our next class plans, and sing our goodbye song.

