



City of Vacaville

Preschool

Parent Handbook 2024-2025



"A Community Tradition since 1970"



City of Vacaville Parks & Recreation Department

Our Program

City of Vacaville's Preschool has a long history in the Vacaville Community. The program is provided through the City of Vacaville's Parks & Recreation Department. It is a part-time, recreational program, which is not required to be licensed by the State. (The Department of Social Services, Child Care Licensing exempts any preschool program, offered by a city recreation department, providing that it is not a daycare.)

Our program provides children with an opportunity to experience a classroom setting before kindergarten. This experience may be the first time your child has participated in an activity independent of you. We believe participation in our program allows your child to successfully adjust to this newfound independence without being overwhelmed.

Our program is not a parent cooperative program, and parents are not present in the classroom regularly. This is purposeful; as one of our goals for your child is to be able to successfully separate from you, participate fully in the classroom routine, and then happily reunite with you at the end of class. Parent participation activities may be scheduled during the school year that will be determined by the teacher. Parents may arrange with their child's teacher for any additional classroom visits or volunteering throughout the school year.

Our program day is structured and requires children to participate as classroom community members during specific times. We also provide an opportunity for children to select activities they wish to participate in. For example, your child may love to play with blocks and play with them for several weeks before he/she moves on to the play dough or puzzles. We allow each child to move at their own developmental pace while gently encouraging them to try new things when they are ready.

Many parents send their children to preschool so they will be "ready" for kindergarten. We believe that our developmentally appropriate approach to Early Childhood Education will provide a foundation from which each child will enjoy success in future learning.

Team Philosophy

Our program is committed to partnering with parents in the early learning process. We believe that a hands-on approach promotes a child's academic, emotional, and social development.

Hands-on Learning

The curriculum in the Early Childhood Program is based on exploration and learning through hands-on activities. Frontline Phonics is offered in our 4-year-old preschool classes. Your child will be provided with many opportunities for growth in a variety of areas including pre-reading, pre-writing, language, science pre-math, arts & crafts, music, creative expression, and motor skills.

Class Placement

Please remember that your child must meet the appropriate age requirements when choosing your class selection. We follow along with the school district's age requirements so that your child will be able to move onto the next appropriate level when they complete our class. **Teachers shall determine the readiness of the child to participate in the program.**

We welcome the opportunity to listen to your suggestions. Anytime you have a question...just ask, comment...let us know, concern...we are all ears. If you want to discuss anything in-depth, please call ahead for an appointment at (707) 469-4009 or email our Recreation Coordinator, Shirley Li at Shirley.Li@cityofvacaville.com



City of Vacaville
Parks & Recreation Department
"Parks Make Life Better"

Toddler Programs at Padan

Busy Bees, Little Learners, Enrichment Programs

(10 months to 3 ½ years)

City of Vacaville's Preschool understands a toddler's need for autonomy, balanced with a secure routine. Our teaching staff provides opportunities for toddlers to explore and develop in a safe environment.

Our goals for the Toddler class are:

- Language skills through comprehension games, nursery rhymes, fantasies, stories, poems, finger plays, vocabulary and one-on-one conversations
- Physical skills by throwing, stacking, building, eye-hand coordination, climbing, hopping, creative movement and riding toys
- Social and emotional skills through empathy, independence and sharing
- Musical skills through dancing and singing
- Development of creative thinking skills and encouragement of creativity through arts and crafts activities
- Discovery of all senses and feelings to interpret the world around them
- Opportunities for exploration and learning in group setting
- **Teachers shall determine the readiness of the child to participate in the program**

The 3-Year-Old Preschool Program

City of Vacaville's Preschool program provides children in this age group with learning activities that are perfect for their developmental stage. In addition to gross motor activities in a safe environment, children participate in varied language experiences through games, nursery rhymes, poems, finger plays, and conversation. It is at this stage that the children concentrate on independence and self-help skills.

Our goals for the 3-year-old class are:

- Physical development through running, skipping, galloping, and outdoor play.
- Fine motor development through puzzles, zippers, buttons, snaps, cutting, and blocks
- Social and emotional development through fantasy and dramatic play
- Musical skills through rhythm instruments, singing, and creative movement
- Arts and crafts activities offer opportunities to explore a variety of materials and textures such as finger-painting, gluing, drawing, coloring, cutting, and much more
- Development of sharing skills, cooperative play, and independence skills

- Opportunities to play dress-up, build and explore during free play
- **Teachers shall determine the readiness of the child to participate in the program**

The 4-Year-Old Preschool Program

The teaching staff introduces preschool children to math, science, language, and art through weekly themes and projects. Self-expression is also encouraged through music and art activities. We provide developmentally appropriate instruction offering our children challenges that foster self-esteem and self-awareness. The learning environment is culturally diverse and children develop a positive self-image and respect for others.

Our goals for the 4-year-old preschool class are:

- Listening skills and vocabulary development through books, flannel board stories, storytelling and poetry, story sequencing, pre-reading, and Frontline Phonics
- Develop and improve literacy skills such as letter-sound recognition through planned activities and Frontline Phonics
- Introduce science through hands-on learning, observation, and weather discussion
- Math experiences including games, number recognition, sorting, sequencing, calendar discussions, and understanding of various math concepts
- Development of gross motor skills and an understanding of movement through indoor and outdoor activities including jumping, climbing, running, and building activities
- Provide activities to enhance fine motor skills by teaching proper pencil grasp and scissor usage, printing and drawing
- Music skills through the use of rhythm instruments, singing, and dancing
- Art appreciation and self-expression by finger painting, brush painting, coloring, gluing, making arts & crafts projects
- Development of imagination skills by offering opportunities to explore building blocks, sand/water play, and dress up
- Social and emotional development through cooperative and creative play, appropriate expression of emotions, and problem-solving
- Opportunities to explore, pretend, build, work together or independently, or just curl up with a good book
- **Teachers shall determine the readiness of the child to participate in the program**

Administrative Policies

Registration Payment Policies

- Initial registration must be made in person with all registration requirements fulfilled (emergency forms, original birth certificate, and immunization records). Further payments can be made online.
- Payments are due the day before the first class session of the month. If the deadline falls on a weekend or holiday, it is still understood you will make the payment on time. We will not be held responsible for the closure of the building during uncertain times.
- Failure to make your payment by this date may result in your child losing his/her spot at a particular site.
- We will not accept partial payments.
- Children cannot attend the program unless payment has been made. Children may **not** be left in the classroom while an adult makes the payment.
- Payments can be made by cash, check (payable to the City of Vacaville), and credit card at the following locations or online after initial registration.

Three Oaks Community Center 1100 Alamo Dr. Phone: 469-4020 FAX: 469-4022
Mon. – Thurs. 8:00 am - 7:00 pm and Fri. 8:00 am-5:00 pm

Ulatis Community Center 1000 Ulatis Dr. Phone: 469-4000 FAX: 469-4012
Mon. – Fri. 8:00am - 5:00pm

McBride Senior Center 91 Town Square Place Phone: 469-6660 FAX: 469-6663
Mon. – Thurs. 8:30am-3:30pm and Fri 8:30 am-12:30 pm

Refunds/Pro-rations/transfers

It is the goal of the Vacaville Parks & Recreation Department to provide you with the quality and satisfaction you expect.

The first month's tuition and the annual registration fee are NON-REFUNDABLE.

- If you choose to discontinue participation in one of our programs, we will gladly arrange to transfer your child to another program, or issue a **partial credit** based on the following conditions:
 - a. Withdrawal does not affect the class status
 - b. Number of days the child attended in the month
- All refund requests must be submitted in writing using the Refund/ Credit Request Form (available at www.cityofvacaville.com under Government heading in the Parks & Recreation tab under Forms and at all City community centers).
- Full refunds will be issued if, and ONLY if:
 - a. The program is canceled by the Vacaville Parks & Recreation Department; or
 - b. The Refund/Credit Request Form was submitted a week before the refund deadline date.
- We do not pro-rate for late enrollment into the program unless you are new to the program and are registering for the first time.
- We do not give credits or refunds to children who are absent (for illness or any other reason) from the program during a month session.
- Refund/Credit Request Forms received after the program refund deadline date will be reviewed on a case by case basis. As a general rule, program refund requests will not be granted after the program refund deadline date unless there are extenuating circumstances and will be:
 - a. Subject to an administration fee of \$5.00 for each program \$50.00 and under, and 10% of the class fee for each program over \$50.00.
 - b. Issued as a credit on customer's family account to be used for future Parks & Recreation program registration.
- All refunds must be approved by the Program Coordinator.
- **No refunds will be issued after a program ends – no exceptions!**

Late Payment Fee

A fee of \$25.00 will be charged for monthly payments that are not received the day before the first class session of each month or earlier. If deadline falls on a weekend or holiday, it is still understood you will make the payment on time. You have the option of making your payment online.

Return Check Fee

A check that is returned from the bank with insufficient funds will incur a \$25.00 fee. The amount of the check plus the \$25.00 returned check fee must be paid by cash or money order. This issue must be resolved at City Hall.

Wait List

If you are currently enrolled in a class and wish to be transferred to a different class, you must first contact the Program Coordinator and as spaces become available, those on the Wait List are accommodated in the order that they were received. All transfers are made at the discretion of the Program Coordinator.

Late pick-up fee

Please make every effort to be on time when picking up your child. Please call the teacher if there is an emergency that prevents you from being on time. There is a late pick-up fee of **\$7.00** for every 10 minutes you are late. In the event that you are late, the fee will be placed on your family account and will be due upon registration for the next session. Your child will not be allowed to attend the next session until the late pick-up fee is paid. We reserve the right to drop your child from the program if late pickups are continual. Any child left longer than 2 hours will be turned over to the Vacaville Police Department if emergency contacts cannot be reached.

Early drop off

Children may not be dropped off prior to class start time. This is strictly enforced and is in compliance with the program's liability policies and procedures.

Distribution of Information/Flyers/Cards, etc.

Nothing is allowed to be distributed by hand to staff or participants that are not approved by the preschool and related to preschool or City business.

City of Vacaville's Preschool Staff

Staff Ratios

Our program provides a ratio of one (1) staff to every ten (10) children or better. This 1:10 ratio is in accordance with CDC, county, and the National Association for the Education of Young Children Guidelines. Although we are exempt from licensing, we do comply with the staffing ratios required for state and government-funded facilities.

Qualification

We adhere to State Licensing and the City of Vacaville's hiring practices. We look for people who enjoy working with young children and who work as a team to develop a loving, developmentally appropriate environment. All staff are fingerprinted and processed through the Department of Justice. Teachers must possess college-level course work related to early childhood education, child development, or psychology and be certified in CPR and First Aid. Teachers must also have at least one year of work experience in a leadership capacity related to the program area.

Communication between Parent and Teacher

The relationship between the parents and staff is critical to your child's success at City of Vacaville's Preschool. It is important for parents and staff to establish a good working relationship early on in the school year. Finding a good time for both parents and staff to talk may be difficult. However, the staff is typically

available at the end of each class to discuss with you any concerns, questions, or comments you may have regarding your child's participation in the classroom. At any time, you may leave a message for staff at their site and they will return your call as soon as possible.

When speaking to your child's teacher it is helpful to ask specific questions regarding your child's abilities in the classroom setting. For example, "Does Bobby participate in the group activities? How long is his attention span at circle time? Does he play well with the other children?" This will assist the teacher in specifically addressing any questions or concerns.

Parent/Teacher Conferences

The teaching staff does not conduct parent/teacher conferences or give recommendations to parents regarding their child's "readiness" for kindergarten. Throughout the year, your child's teacher will informally discuss with you your child's progress. Our goal is to always support your child and family to meet your child's needs. Staff will speak to parents if they feel a child is having difficulty in the classroom. However, if you feel your child is not progressing as they should, discuss your concerns with your child's teacher.

There will be an Open House with all preschool staff at the end of August before school starts. Bring your child and come meet your new teacher. Teachers will be prepared to answer your questions at this time. If you are entering in the middle of the year, we recommend that you visit our sites and facilities with your child prior to the first day of class, allowing him/her to meet the teacher and see the environment. Please schedule an appointment by contacting the coordinator at 469-4009.

School Policies

Sibling Participation

Unless enrolled as a student, we are unable to accommodate siblings in our classrooms or on our field trips or school outings at any time. This is to ensure the safety and wellbeing of each of our students. Please be considerate and always make other arrangements for siblings when participating in our program or on field trips.

A Diverse Community

The City of Vacaville's Preschool is a diverse community. We respect all cultures and faiths and actively celebrate our children and their families. The diversity personified in our classroom represents the community of Vacaville. We want to share this image of Vacaville with our participants and instill values of respect and acceptance for all.

Dress Code

The City of Vacaville's Preschool provides HANDS-ON learning experiences and your child will come home DIRTY! Children will be using expressive materials including paint (which may not wash out), water, mud, etc. (You may want to bring an extra set of clothing if you plan to go somewhere immediately after preschool). In addition, they will be involved in climbing and running activities. Children are required to wear **closed-toed, rubber-soled shoes**. Children should wear PLAY CLOTHES. Recommended clothing includes clothes that your child can easily manipulate themselves such as pants with an elastic waistband, jeans, sweats, shorts, t-shirt, sweatshirt, sweater, or jacket. Items such as jackets/cups/water bottles should be labeled with your child's name.

Sign-in/Pick-up

The classroom doors remained locked during preschool hours. To drop off your child, wait outside of the classroom until staff open the door. Once you have been called, escort your child into their classroom, sign them in, and have your child put away their belongings. Once you have left, please do not return to the classroom as this often causes more separation issues than necessary. **Teachers will generally wait 10-15 minutes after the start of class to welcome late children. If you arrive late and the door is closed, please call the site phone number and speak with your child's teacher and they will open the locked**

door. To pick up your child, wait to be called into the classroom and then sign out your child and collect your child's belongings, including any work they've done during their day. **You must be 18 years or older to sign in or out any student. Once a parent has signed a child out, it is the parent's responsibility to safely monitor and escort their child out of the classroom and into the parking lot.**

If you need to pick your child up early or if you wish to observe your child, please inform the teacher ASAP. Staff may require any individual picking up a child to provide identification. **Staff will not release your child to anyone who is not listed on your Emergency Form. If someone different than usual will be picking up your child, please bring a note to the teacher and ensure they are listed on the Emergency Form; this should be given to staff at the beginning of class time.** If there is an emergency, and someone who is not on your list needs to pick your child up, you must contact us by phone. When calling, give the full name and a physical description of the individual and instruct them to bring a State Driver's License or a State Identification Card.

- **Staff may ask to see identification at any time, so please be prepared to show I.D.**

Bathroom Time

Children learn personal hygiene and independence skills when taking a trip to the bathroom at preschool. Staff reinforce the importance of hand washing and children learn to care for their own needs. **Staff will distribute hand sanitizer to children before snack if hand washing is not feasible.**

Children are required to be fully potty trained to be in the preschool program (apart from the Toddler programs at Padan). For hygiene purposes, all children are required to wear underwear under their clothing. Pull-ups are considered diapers and are not allowed to be worn in preschool classes. Staff will speak to a parent if the child is coming to school in pull-ups or without the appropriate underwear.

Children with pants that are wet/soiled by a bowel movement on a regular basis will be considered not fully potty-trained at the general discretion of our staff. Staff will confer with parents regarding the child's readiness for the program. Staff may not assist in the bathroom, except for assisting children with snaps/zippers and making sure that all children wash and dry their hands.

Participant Behavior

An important goal of our program is for each child to have an enjoyable and quality experience at preschool. The main factor contributing to this is the individual child's participation, which must follow certain behavior guidelines and general rules in order that the entire group can function together while promoting self-direction, self-control, understanding of choice and consequences, and most importantly...respect for others.

It is important to understand that children come to us from many different backgrounds and a variety of parenting styles. Within each age group, there is a wide spectrum of physical, cognitive, emotional, and social development. Children in preschool are just beginning to learn and refine these skills.

We believe our program provides a positive discipline that is appropriate in shaping and encouraging positive behavior. Staff will guide children towards learning how to express themselves and communicate their needs, desires, and wishes. We strongly believe in and practice positive reinforcement, modeling, and redirection. We strive to help children resolve conflicts by using their words to communicate their feelings and thoughts. Teachers encourage the development of skills including the use of appropriate "inside" voices, respect for one another, taking turns, and sharing. In cases when a child needs to regain self-control or is in danger of hurting themselves, or others, the child may be momentarily separated from the group. No child shall be shamed, humiliated, or otherwise intimidated as part of the correction. Corporal punishment is not practiced at any City of Vacaville's programs.

The role of staff in the classrooms is one of providing guidance. This is a process that includes: setting clear and consistent rules, modeling appropriate behavior, preventing potential problems, positive reinforcement, and redirection. If the behavior deems it necessary, the "process" may include the removal of the child from the classroom or being sent home for the day.

Excessive biting, scratching, kicking, or hitting behaviors can jeopardize the safety of other children. If a child exhibits such behavior or is involved in a conflict with another child, staff must document this in a Behavior Report. The parents of the children involved will be asked to acknowledge their child's behavior by signing the Behavior Report and the report will be retained in the child's file. If the severity or frequency of the behavior impacts other students or the staff's ability to implement the program, a parent conference will be scheduled with the Program Coordinator.

Dismissal Policy

It is our goal to work in partnership with parents to address areas of concern regarding your child. Parents will be informed of any problem or concern by staff. Staff will work with parents to determine a plan of action towards a resolution. If the problem continues, a conference will be scheduled with the teacher and Program Coordinator to discuss all possible options, one of which may be dismissal from the program.

Your child may be dismissed from the program if:

- **Staff determines your child's behavior is having an adverse effect on the classroom routine and participants.**
- **Discipline or behavior problems are requiring excessive staff time.**
- **Your child has frequent bathroom accidents.**
- **Your child has physically assaulted staff or other participants.**
- **Continued tardiness in picking up your child.**
- **Nonpayment of registration and late fees.**

Dealing with Separation Anxiety

We want your child to love coming to school and can't wait to hear them say "I don't want to go home!" Coming to/leaving school develops your child's social and emotional skills. Specifically, your child is learning to "separate and attach" "Separation issues are lifelong and children learn to deal with them as they become increasingly autonomous." (Reiss 1984)

When children have difficulty separating, they may experience separation anxiety. "Separation has three stages: protest, despair, and adjustment or emotional detachment. A child may suffer for a few hours or as long as ten days." (Reiss 1984) As children work through these stages, they will begin the attachment process. When they are ready, they will begin to bond with their teachers and classmates and find comfort in the classroom routine. We recommend that you give your child a full month to adjust to the preschool experience. Children often re-experience separation anxiety after holiday breaks, illness, or when returning to school after the summer break.

No one knows or loves your child better than you! We respect the trust you have placed in us to care for and teach your child. Parents must first deal with their own separation anxiety; your child will know if you are anxious about leaving them. Please do your best to keep goodbyes cheerful, positive, and reassuring at drop-off. Be consistent; bring them to school every day, even if they protest. Decide on how you will say goodbye and do it the same way each day.

Leave after you say goodbye, even if your child is crying. If you believe in us, your child will too! Lingering and saying goodbye over and over only intensifies the feelings of separation. Our staff will comfort crying children and take your child from you if needed. Staff will let parents know if their child is having continued difficulty with separation. Parents often feel bad for the staff if they leave while their child is crying. Staff are trained and prepared to help your child through the stages of separation, knowing that once the process begins, a smiling face will soon follow.

Special Activities

Birthdays

Unfortunately, there is not a lot of time for birthday celebrations during class time. Please consult with your child's teacher regarding their birthday policy to avoid any misunderstandings. Birthdays are a very special occasion in children's lives. However, when planning a celebration of any kind, it is important that the following guidelines are followed:

- Please consult with the teacher before planning an in-class celebration.
- Please distribute invitations outside of the classroom.
- Please make sure celebrations are inclusive of everyone so that no one is offended.
- When bringing a celebratory snack please inquire about allergies. **No Tree Nut or Peanut Products!**

Other Celebrations

Your child's teacher may plan a special event or celebration where parent participation is welcomed or needed. These events are at the teacher's discretion and participants will be given advanced notice when one is scheduled. Unless otherwise invited, siblings are not permitted to attend classroom events/activities.

Off-site

Throughout the year the teachers will schedule field trips to reinforce class lessons and to promote a sense of community. Some parents may be needed as chaperones. Field trips outside of town will require parents to participate. Staff will send fliers home during the school year with all necessary information.

Annual Holiday Show

Each year we host our Annual Preschool Holiday Show at the Vacaville Performing Arts Theater. Friends and families of our four-year-old students are invited to attend this event, featuring holiday songs and performances that students have rehearsed in their classrooms. We are happy to announce that we will be continuing this tradition for many years to come.

End of the Year Picnic

To conclude the school year, and celebrate their journey to Kindergarten, our four-year-old classes will attend an end-of-the-year picnic! Students will enjoy a morning packed with fun and games and then finish with a school-wide barbecue.

Supplemental Materials

Over the course of the school year, we will send home book order flyers from Scholastic Books. These book clubs offer excellent quality books at reduced prices. We provide this information strictly as a service to you and your family. **There is never an obligation to buy.**

School Pictures

In the fall and spring, we hire a professional photographer to take individual and class pictures. An informational packet will be handed out before picture day.

Health & Wellness Policy

The goal of the Health Policy is to prevent and reduce the spread of communicable illnesses among children, their families, and staff. Parents, staff, and children must work cooperatively to ensure that everyone remains healthy.

SCHOOL ATTENDANCE

Planned Absence

If you know in advance that your child will be absent from class due to an appointment, vacation, etc. please inform the teacher.

HYGIENE

Hand Washing

We are committed to teaching your child proper personal hygiene. Hand washing is an important activity throughout the day at preschool. The most effective way to kill germs is by using soap and water. Children will also wash their hands after using the bathroom and before eating snacks. We also encourage the children to wash their hands in the classroom as needed.

Cleaning

In the classroom, staff clean the tables throughout the day and disinfect the tables with a disinfectant cleaner or wipes before and after snack time. Several times a year, preschool staff deep clean the classrooms, wash all furniture, clean the area rugs, and sanitize all the toys. If there is an accident in the classroom in which an area is soiled, it is immediately cleaned and sanitized.

Sleep

Getting enough sleep is critical for your child's proper brain and body development. It is also a key factor in helping your child be able to fight off illness. Children who do not get the proper amount of sleep may often show reduced coordination and reaction time which makes them more likely to get injured. Additional concerns are difficulty paying attention, reduced memory retention, increased irritability, frustration, and difficulty controlling their emotions.

According to the National Sleep Foundation, the recommended amount of sleep changes as your child grows: Preschoolers (ages 3-5) need 11-13 hours of sleep a day.

Sunscreen

Each class will play and explore outdoors, weather providing. We strongly encourage parents to apply sunscreen to their children before school each day. **For health and safety reasons, our preschool staff may NOT apply sunscreen to any of our students at any time.**

Nutrition

The development of positive attitudes towards food is the basis for the practice of healthy dietary patterns. Because of this, the Preschool Program is endeavoring to promote a nutritious snack and lunch program. **This calls for a "team" approach between the parents and staff. Parents can actively support this program by eliminating the "cookie and punch" snack and replacing it with a more nutritious snack.** Snacks should be something light (fruit, crackers & cheese, stuffed celery, etc.) We are limited in our schedule for eating time. Please do not send soft drinks, candy, or chewing gum to school.

SNACKS.... NO NUTS PLEASE! For health and safety reasons, please do not send nuts, peanuts, or peanut products. Unfortunately, this type of snack has severe health repercussions for some children and the side effects can be deadly to a child who has nut allergies.

WELLNESS

For many children, this is the first time that they are participating in a large group setting of other children their age and they will be exposed to a variety of "new germs" and may become ill, notwithstanding hygiene practices. Your child must build up their immunity to these "new germs", this is part of "getting ready for elementary school".

EXCLUSION FROM PROGRAM DUE TO ILLNESS

Children are to stay home when they have the following diagnosis or symptoms and be symptom-free for 24 hours without the aid of fever-reducing medications.

Fever of 100.4 or above and/or Chills	Cough	Congestion or runny nose	Shortness of breath or difficulty breathing
Muscle pain	Sore Throat	New loss of smell or taste	Nausea or vomiting
Headache	Fatigue	Diarrhea	Diagnosis of communicable diseases

- Diagnosis of communicable diseases includes: Hand, foot, and mouth, conjunctivitis, strep throat, chickenpox, measles, pinworms, ringworm, lice, meningitis, pertussis/whooping cough, and the flu.
- Strep infection – child must be on antibiotics for 24 hours before they may return to class.
- A rash or skin ailment such as poison oak, impetigo, ringworm, cold sores, or fever blisters.
- Pink eye or conjunctivitis. Your child must be on medication for 24 hours and requires a doctor’s note before returning to school.

Report any communicable illness to the Recreation Coordinator, Shirley Li, (707)469-4009 or Shirley.Li@cityofvacaville.com

Removal from the Classroom

A staff member may remove a child from the classroom if they are presenting symptoms of an illness. Parents or guardians will be required to pick up their child within a reasonably short period after being notified of the illness, and the child may be isolated from others, but with a staff member while waiting to be picked up. Parents or guardians may be required to provide certification from the child’s doctor that the child is allowed to return to preschool.

Health epidemic

In the case of a health epidemic, the City of Vacaville Preschool may revise or add additional requirements to the Health and Wellness Policy and families will receive an Exclusion Addendum, specifically addressing the health epidemic.

Advising Parents/Guardians of a Reported Communicable Disease

Written notice is given only to the class or classroom affected once a communicable disease is reported.

LIFE-THREATENING FOOD ALLERGY/MEDICAL CONDITION

The City of Vacaville’s Preschool accommodates children with life-threatening food allergies/medical conditions using a team approach with parents, classroom staff, and preschool administration to ensure each child’s safety. Talk with the Coordinator if your child has a condition requiring the need for administration of an EpiPen. Staff will schedule an Interactive Process meeting. All staff receive general training regarding safety precautions annually, **however, they are not permitted to administer medications.**

Safety Policies and Procedures

Building Security

We have implemented several measures to ensure the safety of the children and staff. All doors to each site will remain locked during program hours. A door may only be left open if a staff member is loading/unloading supplies or if the class is playing on the playground.

Injury/ Emergency Procedures

Our staff is certified in child CPR and First Aid. In the case of a minor accident, assessment and treatment of the injury will be given under the supervision of the teacher, teacher aide, or Preschool Coordinator. You will also be notified and will be given an Owie Report. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. In the event of an emergency, we will contact the paramedics first. Please complete all the emergency forms carefully so that we can be prepared for any emergency.

Natural Disaster/ Emergency

Emergency evacuation routes are posted by each exit as well as other areas of our facility. Our teachers and children will practice fire drills, lock-down drills, and earthquake drills in conjunction with their regular routines.

Photograph and Video Taping

Your child may be photographed/videotaped while in attendance at Preschool. These photos/videotapes may be used for classroom projects or in promotional materials for Preschool and the City of Vacaville.

School Holidays & Breaks

Calendars are subject to change

2024-2025 School Year

The City of Vacaville's Preschool follows along with Vacaville School District's calendar and on the following days, we will not be in school.

First Day of Preschool – September 3rd for 3-year olds / September 4th for 4-year olds

Labor Day – September 2nd

Veterans Day - November 11th

Thanksgiving Break - November 25th – November 29th

Winter Break - December 23rd – January 3rd

Martin Luther King Jr. Day - January 20th

Presidents Break – February 17th – February 21st (**Foxboro Feb 14th – Feb 17th**)

Spring Break – April 18th – April 25th

Last Day of School – May 22nd for 3-year olds / May 23rd for 4-year olds

ALL HOLIDAY VACATIONS ARE SUBJECT TO CHANGE BASED ON THE VACAVILLE/TRAVIS SCHOOL DISTRICTS CALENDARS/SCHEDULES.

For any questions contact Shirley Li, Recreation Coordinator, at Shirley.Li@cityofvacaville.com