

Preschool Age Kids (PAK) Programs 2009-2010

...Where learning is fun!



Preschool Age Kids (PAK) Programs - Where learning is fun!

A progression of the popular Toddler Time program, PAK classes foster independence and peer interaction without parent attendance. Kids must be completely independent with potty training and turn the minimum age listed by the first day of class. See Parent Information Brochure for complete details. Schedule follows NSD breaks and Holidays.

Woodinville Parks and Recreation – 425.398.9327 – www.ci.woodinville.wa.us

Discovery Zone

Age: 2.5-3.9

10 Weeks

Kids learn independence and interact with peers in a small classroom setting with a focus on learning independence, making friends, transitioning into a group classroom setting, taking turns and sharing through a variety of weekly themed activities such as story time, songs, creative movement, games and arts and crafts. Free time/play and gym time daily. Parent Orientation is first day. *No class 11/11 and 2/17/10. Lead Instructor: Ms. Lindsay

#2677	Fall	9/30-12/9*	W	12:45 pm-2:45 pm	PAK Room	\$125 (R) \$143.75 (NR)
#2679	Winter	1/13/10-3/24/10*	W	12:45 pm-2:45 pm	PAK Room	\$125 (R) \$143.75 (NR)
#2678	Spring	4/14/10-6/16/10	W	12:45 pm-2:45 pm	PAK Room	\$125 (R) \$143.75 (NR)

Ready-Set-GO! Recreation Preschool

Age: 3-4.5 years

3, 6 or 9 Months

With an emphasis placed on social interaction, learning and emotional growth classes offer a great introduction to a structured classroom setting where kids will experience weekly-themed, instructor-led activities with letters, numbers, shapes, colors, arts, music, gym time and much more. Providing a safe, fun and healthy environment this class encourages children's social, physical, and cognitive growth in a secure, creative and stimulating environment! Children build social skills and explore the world around them through cooperative play and activities that teach independence. Gym time daily. *\$270 due at registration (first/deposit). Instructors: Ms. Helen & Ms. Paula

Morning

#2670	Fall (9/10/09)	T/TH	9:00-11:30 am	PAK Room	\$135/mo*
#2672	Winter (1/5/10)	T/TH	9:00-11:30 am	PAK Room	\$135/mo*
#2674	Spring (4/1/10)	T/TH	9:00-11:30 am	PAK Room	\$135/mo*

Afternoon

#2671	Fall (9/10/09)	T/TH	12:15-2:45 pm	PAK Room	\$135/mo*
#2673	Winter (1/5/10)	T/TH	12:15-2:45 pm	PAK Room	\$135/mo*
#2675	Spring (4/1/10)	T/TH	12:15-2:45 pm	PAK Room	\$135/mo*



On-Our-WAY! Recreation Preschool

Age: 4-5.5 years

9 Months

This class provides an enriching, fun, child-centered program which gives children the opportunity to explore, discover, problem solve and build self-esteem with an overall goal to nurture the emotional, social, physical and academic growth of children to develop school-readiness skills through numerous fun-filled activities. Kids will enjoy a more in-depth exploration of weekly themes preparing kids for kindergarten or the next level in their educational path. Students have lots of opportunities to make decisions and are encouraged to make good choices. School-readiness activities in pre-reading, writing, counting, number recognition and problem solving are presented in a fun-filled, but purposeful manner. Gym time daily. *\$370 due at registration (first/deposit). Lead Instructors: Ms. Helen & Ms. Lindsay

#2676	2009-2010	School Year: 9/11/09-6/18/10	M/W/F	9:00-11:30 am	PAK Room	185/mo*
-------	-----------	------------------------------	-------	---------------	----------	---------



WOODINVILLE PRESCHOOL AGE KIDS "PAK" PROGRAMS PARENT INFORMATION RECREATION PRESCHOOL HANDBOOK 2009-2010



PRESCHOOL AGE KIDS "PAK" PROGRAMS INTRODUCTION

Where learning is fun! These recreation-based programs are a continuation of popular Toddler programs. Based in the Woodinville Preschool Classroom ("PAK Room") at the Carol Edward Center, "PAK" programs offer once-a-week, twice-a-week or three-times-a-week options. The "PAK" Program is a great first-time introduction to the classroom setting, or an excellent option for pre-Kindergarten age kids ready to take the next step. **Parents do not stay** with kids in class offering an opportunity for independence, responsibility and building social skills in the classroom and through peer interaction.

Classes and programs are themed and, depending upon classes selected, kids will experience weekly, instructor-led activities with letters, numbers, shapes, colors, science, arts, music and more. Curriculum is progressive for ongoing learners, but flexible enough to accommodate new students each quarter. See current class descriptions for more details.

Kids must be independent with potty-training prior to start of program and turn age of program on/before first day of class. Kids bring a snack as indicated to classes. Kids also bring a backpack and water bottle daily to all classes. No class on Northshore School Breaks or Holidays, excluding non-student days. All classes follow a similar class format and weekly themes that are adjusted to reflect differences in the time spent in the classroom and the age of students.

"PAK" STAFF

The City of Woodinville Parks and Recreation Department is dedicated to hiring staff for all recreation programs that are committed to excellence. Parks and Recreation staff is selected based on their skills and experience working with children. Our caring staff recognizes the importance of safety and the procedures that are needed to provide a comfortable, safe and fun learning environment for students.

STAFF TO CHILD RATIO

Maximum enrollment in "PAK" Programs with 2 staff is 16 kids. Many quarters class size is limited to 14 kids and 2 staff. Minimum class size is 10 kids to 2 staff.

"PAK" STUDENTS

Enrollment in Woodinville “PAK” Programs is open to any child that falls within the program’s age range. Age ranges may differ by “PAK” classes offered. Diversity representation in the “PAK” program is generally consistent with that seen in our community.

ACTIVITY AREAS

All classes follow similar class format, may share weekly themes and are adjusted to reflect differences in time spent in the classroom and the age of the students.

Free Choice

Kids have the “PAK” classroom toys, games and activity/education stations to roam and discover. Free choice time is where social skills are practiced and guided. During this time staff actively works with children to learn how to make friends, share and resolve social conflicts.

Circle Time

At Circle, kids learn together as a group. Calendar, poetry, dancing, music, songs, story time, discussion, etc. will be explored during this staff-directed activity. Not only do kids learn from the staff and other kids about the theme of the week, they also learn the expectations for group behavior: times to listen and times to talk, how to sit next to someone without poking them, putting a hand up to ask a question and taking turns when talking.

Themes

Each week, a new theme unit is explored. Some units build over several weeks, others are single-day/week. Kids will work individually and in small groups on themed activities. Many projects can be taken home when completed.

Snack

Everyone sits and eats together. Children bring individual snacks from home for our daily snack time. Snacks are not shared among the students. We encourage healthy foods and drinks such as fruits, vegetables, cheese, crackers, and juice (in a reusable thermos). In addition to minding table manners, this is a constructive time for group interaction and discussion. Parents are asked to identify food allergies on the “Participant Information Form” and make teachers aware of allergies the first day of classes.

Small Group Instruction

In staff-led small groups, kids read stories, work on puzzles and engage in activities with letters, numbers, shapes, color and other academics as they become developmentally ready and naturally interested. Activities are not forced and natural learning is emphasized.

Large Muscle & Outdoor Play

The children enjoy both free play and instructor led activities every day either indoors in the enclosed gym or (weather dependent) outside on the fenced sports fields or covered sports court.

DAILY SCHEDULE EXAMPLE – RECREATION PRESCHOOL

Below is a general idea of what a typical day would be like for the Recreation Preschool. Schedule would be modified for other “PAK” Programs with shorter class times.

Morning

9:00-9:20 am
9:20-9:40 am
9:40-10:00 am
10:00-10:15 am
10:15-10:45 am
10:45-11:15 am
11:15-11:30 am

Afternoon

12:15-12:35 pm
12:35-12:55 pm
12:55-1:15 pm
1:15-1:30 pm
1:30-2:00 pm
2:00-2:30 pm
2:30-2:45 pm

Welcome and free choice
 Circle time
 Themed activity: art, music, science
 Snack
 Small group instruction, themed activity
 Gym/Outside play time
 Clean up and final circle

DAILY SCHEDULE EXAMPLE – DISCOVERY ZONE

This is a general idea of what a typical day would be like for the Discovery Zone. Schedule would be modified for other "PAK" Programs with longer class times.

12:45-1:05 pm	Welcome and free choice
1:05-1:25 pm	Circle time
1:25-1:40 pm	Music, games, small group instruction
1:40-2:00 pm	Snack
2:00-2:15 pm	Themed activity
2:15-2:20 pm	Clean up/pack up
2:20-2:45 pm	Gym/Outside play time (Dismissal from gym)

POTTY TRAINING

Students must be independent with potty-training prior to the start of the program. "PAK" staff does not provide toileting, feeding or personal care. This includes children still wearing pull-ups. The restrooms are located inside the Woodinville PAK Room.

BIRTHDAYS

We welcome you to celebrate your child's birthday with the whole class. Time will be set aside for the celebration. If you are bringing any food, please notify staff in advance and *only bring unopened, store-bought, prepackaged food that has the label of ingredients intact*. Please be sure to note any food allergies on the "Participant Information Form".

Staff does not provide food for parties. Please talk with the teachers to set a date.

BEHAVIOR POLICY

The most important thing is the safety of your child, the safety of other students and the safety of staff in the program. Also, child behavior that significantly impacts daily class instruction, curriculum and activities, or behavior that continually monopolizes staff time, negatively impacts the experience of other students in class. The goal is a positive and successful group learning and social experience in the classroom for each child.

Woodinville staff understands that behavior problems in young children have a range of causes and often as many solutions. Staff education, training and experience, as well as an understanding of children's developmental skills and abilities, better allows realistic and attainable expectations of children's behavior and conduct for almost all children.

Parents play an important role in behavior issues in the program. Parents are encouraged to work with their child and the recreation teaching staff in problem-solving in-program behavior problems.

Staff will make every effort to work with you and your child to find a solution that will help your child be successful in a recreation group/classroom setting. However, not every child is quite ready for a structured, group classroom in a recreational setting. In the classroom, each child is a member of the larger group. A positive classroom experience is the goal for each and every child in class.

Woodinville Parks and Recreation reserves the right to request that a child be removed from the program if he/she poses a threat to him/herself, any other program participants or staff, a child that

continually monopolizes teacher time due to required redirection/support or otherwise significantly impacts the class experience for the other kids in class.

Please see FAQ for more information on child behavior. A refund is not provided for removal due to child behavior.

INCLEMENT WEATHER POLICY

Determination of class cancellation due to snow/ice will be based on the Northshore School District's decision to close schools (or implement a late start) due to snow and ice conditions.

- NSD transportation line: 425-408-6001 or www.nsd.org -

If NSD schools are closed, all morning classes at the Carol Edwards (Community) Center will also be cancelled and the center may be closed. If there is a late start for NSD schools, please call the Carol Edwards Center for closure information. We will always update our main message line with class cancellation and Carol Edwards Center closure information, 425-398-9327. This message line will be updated by 8am for morning classes, 11am for afternoon classes and 3pm for evening classes.

ENROLLMENT CRITERIA

"PAK" students must be the listed minimum class age before the first class date. Children may turn the maximum age during the last session in which they are enrolled in. Children still too young may register in advance for later sessions scheduled for after they turn the minimum age. Children must be potty-trained (and fully independent) prior to the beginning of class – this includes children in pull-ups. See FAQ for more details.

VOLUNTEERING

If you are a parent and would like to volunteer please let a staff person know so we can discuss your interests and/or availability. You will be asked to complete volunteer paperwork (www.ci.woodinville.wa.us/Play/GetInvolved.asp) and must pass a criminal history background check prior to placement. Then, you will have a program overview and orientation with staff. After that, you are ready to go! Tuition fees are not reduced through volunteerism.

IN THE EVENT OF AN EMERGENCY

- Feel free to call the recreation office at the Carol Edwards Center to check on your child, 425-398-9327. Alternately, the City Hall phone number could be tried (425-489-2700) if Recreation Office staff cannot be reached.
- If asked by staff, be prepared to come and pick up your child as soon as possible.
- If staff in the Recreation Office cannot be reached (e.g. phone lines down), assume your child should be picked up immediately and come to the Carol Edwards Center. Alternately, the City Hall phone number could be tried (425-489-2700) if CEC office staff cannot be reached.
- Emergency first aid supplies, water and equipment are stored on-site as part of the City of Woodinville Emergency Management Response.
- First aid kits are located in each building. Staff is CPR/First Aid certified.
- Staff will hold building evacuation and fire drills and train children to "duck & cover."
- Copies of all student rosters are kept in the classroom and at the Recreation office, along with a copy of emergency contact person information. Be sure you keep your emergency contact information updated on your Participant Information Form.

- Parents must sign an emergency release form that lists all persons authorized to pick up your child (we will check their ID), those persons that are specifically NOT authorized to pickup your child, and a list of emergency contacts. Be sure to keep this information up-to-date!
- Emergency pick-up adult(s) should be prepared to show a driver's license for identification.

OPEN HOUSE

Prospective Participants

"PAK" Programs "open houses" are held when scheduling allows to better acquaint parents and kids with the program, and provides an opportunity to meet the program staff. Call the CEC office, 425-398-9327 for dates and times. Parents are always welcome to talk with Preschool staff and may call to schedule an appointment.

Enrolled Participants

For registered participants, an "open house" gives newly registered kids and parents a chance to "check things out". Staff will contact registered students with details when applicable.

IMPORTANT PROGRAM INFORMATION

Woodinville Parks and Recreation
Carol Edwards (Community) Center (CEC)
17401 133rd Ave NE
Woodinville, WA 98072
425-398-9327
www.ci.woodinville.wa.us

Alternate Phone

Woodinville City Hall
425-489-2700

WOODINVILLE RECREATION PRESCHOOL STAFF 2007-2008

Helen Romao, Lead Instructor – 425-398-9327 x2305, helenr@ci.woodinville.wa.us
Paula Runyon, Asst. Instructor – paular@ci.woodinville.wa.us
Lindsay Talbott, Lead/Asst. Instructor – lindsayt@ci.woodinville.wa.us
Cole Caplan, Program Supervisor – 425-398-9327 x2302, colec@ci.woodinville.wa.us
Cindy Shelton, Recreation Supervisor – 425-398-9327 x2301, cindys@ci.woodinville.wa.us

Information contained in this brochure is for information purposes. Please call with questions. Woodinville Parks and Recreation Department reserves the right to make any changes in our program policy content as determined necessary.

Woodinville “PAK” Programs General Questions

Frequently Asked Questions

Note: FAQ will be updated as needed for clarification, correction, and/or the inclusion of additional FAQs at any time. For the latest copy, contact Woodinville Parks and Recreation staff – 425-938-9327 – or visit www.ci.woodinville.wa.us.

What is a “Recreation” Preschool Program?

A recreation preschool program provides an introduction to learning and an exposure to a structured classroom setting. More class-specific details are contained in the class description for each class. See the current Recreation Guide for details.

The Recreational Preschool, including Discovery Zone, will offer a lot of educational curriculum in letters, numbers, reading, shapes, music, and arts. However, this will be combined with plenty of time for supervised group free play to foster peer interaction and social skills, gym time to run and play, story and circle time, and lots of activities and games that are not focused specifically on education goals. Generally, “PAK” Programs have a similar program design philosophy. So, parents looking for a more (specifically) “education-focused” curriculum (e.g. a promise that your child will improve his/her reading in “6 months”) will be better served in an education-focused program such as those offered through a local school or Montessori.

Are “PAK” Programs or the Recreation Preschool Licensed?

No. The “PAK” programs operate identical to all other recreation programs provided by Woodinville Parks and Recreation for preschool-age and school-age children. Government agencies are exempt from state licensing requirements.

Are Staff Licensed/Certified Teachers?

“PAK” staff is employees with the City of Woodinville that are trained and experienced in working with children. All staff has passed a criminal history (background) check. As with other recreation program offerings through Woodinville Parks and Recreation, “PAK” classes are recreation in nature. Education, learning and enrichment are a part of all recreation programming, in addition to health and wellness. However, education alone is not the specific focus of the “PAK” programs, or any other Woodinville Parks and Recreation program.

What child does “PAK” Programs target?

Discovery Zone and the 2-day Recreation Preschool programs are designed to provide options for parents looking for a fun, diverse, less-committed first-time preschool experience, or for kids that are still too young, or just not quite ready for that next step into a school-based and/or more education-focused environment. The 3-day Recreation Preschool provides added emphasis on learning and classroom instruction.

Our goal is to provide a warm, nurturing environment where kids will feel safe to master the social and learning skills needed to succeed in school. Parents looking for a specifically education-focused preschool taught by certified/licensed teachers with established benchmarks/timeline for achievement will be better served by a school-based or more education-focused program that serves this market.

If my child is too young/old can s/he register anyway?

No. Developmental difference between kids of even similar age can be quite diverse. To keep curriculum age-appropriate the age range for a class is established and enforced. The age limits of all recreation programming are intended to maintain the integrity of the program.

Security and Check-in and Check-out

Safety is our highest priority. Our staff understands how precious your child is to you and very much appreciates parent accommodation to the policies and procedures that are in place to help ensure your child leaves with an adult you authorize. Please be sure to keep your "Participant Information Form" updated with adults that can pickup your child, as well as those that cannot.

Students are checked in and out daily by staff following drop-off in the classroom by a parent, legal guardian or an authorized adult. Please do NOT have your child walk in to the classroom alone.

Only adults 18 and older only can pick up your child. For new adults picking up your child (with your previous written permission) ID will be checked. Generally, an adult that drops off your child will be permitted to also pick your child back up. Please be sure to keep your "Participant Information Form" updated.

If you have a special circumstance limiting who can and cannot pickup your child please make us aware of this. Please be sure to keep your "Participant Information Form" updated.

Only the parent or legal guardian can add/remove authorized pick-up adults in person, in writing or (in limited circumstances or in an emergency) via phone (once identification is verified by answering personal information questions). Please be sure to keep your "Participant Information Form" updated.

What should my child bring daily?

Kids should bring a backpack daily with: water bottle for the gym, a snack and change of clothes (just in case). Kids should come comfortably dressed (including shoes suitable for running and playing) ready to participate in active and non-active activities, inside and out.

A list of additional supplies may be provided in advance of program, and kids may be asked to bring specific supplies or materials throughout the program for activities. All items should be labeled with the child's name.

My child has allergies, what should I do?

In terms of allergens, a large group classroom setting is a much less controllable environment than your home. Your child's awareness and understanding of his/her own allergy is invaluable. For very young children, this is not always possible.

If your child has an allergy, please inform a staff member at the time of registration. Be sure to note this allergy on your Participant Information Form. You will also be asked to complete an Allergies Form to help staff better understand your child's allergy.

What if my child is ill?

We ask that you be considerate of your child's and other children's health. Do not send your child to school if he/she will infect other children or is simply not well enough to keep up with the group and enjoy the day.

Children should be in good health for class, including outside play time. If you have questions concerning the appropriateness of sending your child to class, please consult with your doctor.

If your child becomes ill during the school day, we will call you and ask that you take him/her home. Medications cannot be administered by staff. Please let staff know when your child will be absent in advance whenever possible.

Registration: Can spots be held and/or "reserved"?

No. Only payment guarantees registration. And, only registration ensures your spot.

What is Being Waitlisted?

Being Waitlisted is not a registration and it's not a guarantee that a spot will open up in a class. You must complete a signed Registration Form (just as with an actual registration) to be added to the Waitlist. This way, you can be registered right from the Waitlist into the class once payment is received via phone.

If a spot opens up, Recreation Office staff will call the first person on the Waitlist. All available phone numbers will be used. So, please be sure your phone numbers are current and we have more than one if available.

People on the Waitlist are called in order. Recreation staff will leave a message and allow an opportunity for call back. However, please be aware that a Waitlisted spot will not be held indefinitely, or following a lengthy delay in callback on business days. So, please reply quickly once you receive a message about a Waitlist opening.

Immediate payment will be taken over the phone when moving from the Waitlist. Actual Registration will not take place and the Waitlist spot will not be held with a "verbal promise of interest/payment".

Can my child attend if s/he has some behavioral challenges?

Kids are kids, and they, like adults, are not perfect. Generally, our professional and experienced staff can work to accommodate and even diminish much misbehavior.

Some behaviors are the result of a child's transition into a classroom setting for the first time or his/her being in a new program/environment. And, as children learn and adapt quickly, the behaviors often go away in time on their own.

Some of your child's behaviors may be "socialization behaviors" and may be new to you (and your child), the result of being in an ongoing peer classroom setting for the first time. Adapting to a classroom setting is an expected benefit of any first-time (or new) preschool program experience that prepares kids for the next step into a larger, even more structured school educational setting.

However, there are behaviors our staff is not able to accommodate. Also, many behaviors manageable in a home or other less unstructured setting prove to be very challenging in a larger, more structured, group classroom setting with 2 teachers and 14-16 kids.

In addition, as a parent, with your own child and/or in your own home, you have disciplinary options available that our professional staff simply does not have.

Repeated, required 1:1 care and/or supervision needs cannot be accommodated. These include:

- repeated physical assault (biting, hitting, kicking, pushing, grabbing, etc.) of themselves, other kids or staff;
- kids that run off repeatedly and/or kids that will not return when called back to the group;
- kids that repeatedly destroy and/or deface property
- kids that, even over time, cannot learn to sit (even for a short while) with the group for activities;
- kids that need to be physically restrained for any reason;
- kids that have significant, continued separation anxiety when separated from a parent;
- anything that causes a repeated, significant disruption of the classroom experience for the other kids in the class and/or requires continual 1:1 staff intervention.

Staff will make every effort, and work closely with you, to accommodate your child's individual needs in a group classroom setting. However, please keep in mind that it's our program philosophy that each and every child in the classroom deserves a comparable amount of teacher time, energy and attention for nurturing and learning. Please make us aware of any behaviors or concerns you have in advance of registration so that we have adequate time to discuss them with you.

Do you consider special circumstances?

We work to accommodate any special needs that children might have. We work to support kids who have behavioral challenges. We aim to give all children in every program equal attention based on our staffing ratios. We believe parents play a key role in their child's success. We ask you make us aware of any ongoing or emergent accommodation at least 2 weeks prior to the start of the program. Please talk with a Preschool staff in advance of your registration with other concerns.

As noted, 1:1 staff support is not an option in recreation programming, except via volunteers. Also, it's our program philosophy that each and every child in the classroom deserve a comparable amount of teacher time, energy and attention for nurturing and learning. If your child requires additional adult support to maintain the class' integrity and to ensure equal attention for all kids enrolled, we may ask you or another adult you authorize to volunteer providing this 1:1 support.

How does the "Ready Set GO!" Recreation Preschool differ from Discovery Zone?

Kids attend twice weekly, as well as have a longer program daily, allowing kids added social interaction and more time to become familiar with classroom routine. The Recreational Preschool program has additional activities such as Field Trips, Show and Tell, added gym time for sports, exercise and active recreation, and more focus, depth and time spent on weekly themed activities and crafts. Both offer registration options in 3, 6 or 9 months, offering a school-year-long option for kids that more closely mirrors that of elementary school. See current class description for more details.

How does the "On-Our-WAY!" Recreation Preschool differ from the "Ready-Set-GO!" Recreation Preschool?

The 3-day program takes the 2-day Recreation Preschool to the next level. Students are older and greater emphasis is placed on school readiness and academic growth. A one-time registration follows a single 9-month school year schedule (early September to mid-June) allowing the opportunity for stronger social bonding and friendships. See current class description for more details.

Will there be Show and Tell?

Kids love to share stories. The two- and three-day-a-week programs offer "My Turn", an eagerly anticipated show and tell time lets kids get comfortable with being in front of people and introduces them to public speaking. (Note: Discovery Zone does not incorporate Show and Tell.)

Soon after the school year begins, teaching staff will distribute a schedule of show and tell days and some guidelines. Please do not bring your child to school with toys or other treasures from home unless it is his or her sharing day. Personal belongings run the risk of being lost, misplaced or broken, plus they create conflicts over ownership in who gets to play with it and when. Items that do find their way to school will be stored in a safe, inaccessible spot until the end of class.

Sorry, but no pets of any kind. Thanks for your help!

Will Recreation Preschool programs take Field Trips?

Field trips provide a wonderful educational experience for children. In Recreation Preschool programs, with staff supervision, kids may walk short distances to off-site locations. Parents will be notified in advance of any trips planned. Field trips are optional, but children will need to stay home that day as staff will be on the field trip. "PAK" staff will never transport kids by vehicle. Parent volunteers are needed for many field trips. Please let a staff know if you are interested in helping out. See the Volunteering section for more details on volunteering. (Note: Discovery Zone does not incorporate Field Trips.)

Can I register for 3, 6 or 9 months?

Discovery Zone and "Ready Set GO!" Preschool = Yes

The flexibility of the Discovery Zone and "Ready-Set-GO!" Recreational Preschool allows parents to register their child for Fall, Winter or Spring sessions separately, or in any combination. However, SPOTS ARE NOT RESERVED in future sessions unless you actually register (and pay) for that class session. So, for example, if you enroll your child for Fall only, then decide later that you'd like to continue into Winter, but it's full, your child can only be put on the Waitlist for the Winter program.

"On-Our-WAY" Recreation Preschool = No

Program is designed to follow a typical school year (September to June) via a one-time registration. When you register, your child is enrolled for the entire school year. However, kids may join later in the year (just like in a typical school setting) to fill vacancies that occur during the course of the year.

For the "Ready-Set-GO!" Recreation Preschool, can I skip Fall and enroll in Winter or Spring? Do sessions have to be taken in order?

Yes, you can skip sessions, and no they don't have to be taken in order. Keep in mind, payment is required at the time of registration and the deposit is non-refundable. So, be sure your schedule and child-readiness will allow such long-range planning.

Generally, it's best to register for each quarter in sequence. However, though your child will likely experience a steep learning curve in adapting to the program and schedule, a benefit of a recreation-based program is that it allows flexibility in curriculum that can accommodate new kids to the program. So, your child could join anytime space is available.

What do I pay when I register?

Discovery Zone

Full payment is required at Registration for all quarters.

Recreation Preschool Programs

For all Recreation Preschool programs a month's tuition payment is not based upon the number of class days per month and quarter. Tuition is averaged out over a 9-month school year which runs mid-September to min-June. As a result, some quarters have more classes than others, and some months more classes than others depending on the calendar year, holidays, school breaks, etc. Regardless, your monthly tuition payment will remain the same.

You may also pay in full at the time of registration or anytime. Our programs depend on enrollment revenue to support staffing and supplies.

At Registration, you pay the equivalent of two months tuition. Recreation Preschool tuition is paid one month in advance. So, you are paying your first month's tuition, plus a non-refundable deposit that is applied as your final payment. Your monthly tuition payments begin the second Tuesday of the month after the start of your class, except for Fall classes. You continue your monthly tuition payments until your balance is paid in full.

Recreation Preschool – Quarterly Registration

- Fall start: Two month's tuition at registration, then monthly tuition payments begin the first Tuesday in November.
 - Registration Deposit applied as December payment if Fall only.
 - Registration Deposit applied as March payment if Fall and Spring only.
 - Registration Deposit applied as June payment if Fall, Winter and Spring.
- Winter start: Two month's tuition at registration, then monthly tuition payments begin the first Tuesday in February.
 - Registration Deposit applied as March payment if Winter only.
 - Registration Deposit applied as June payment if Winter and Spring.
- Spring start: Two month's tuition at registration, then final monthly tuition payment made the first Tuesday in May.
 - Registration Deposit applied as June payment.

"On-Our-WAY!" Recreation Preschool – School Year Registration

- Fall start = Registration, then monthly payments start 1st Tuesday in November (September is counted as a partial month)
- *Winter late start = Registration, then monthly payments start 1st Tuesday in February

- *Spring late start = Registration, then monthly payments start 1st Tuesday in May

**Since this program is not based on a quarterly registration, kids would start whenever there is an opening or they are interested and there is a space*

Is the Recreation Preschool non-refundable deposit charged for all sessions individually?

No. The non-refundable deposit (used as your last month's tuition) is applied at the time of your initial recreation preschool registration each school year. If currently enrolled, you may add later quarters, space permitting, without making another deposit payment. The non-refundable deposit will always be applied to your last month (December, March or June). June concludes the school year, and all registrations for the following Fall are considered new registrations.

Is my Recreation Preschool non-refundable deposit paid at Registration refundable?

No. Your deposit is applied to the last month tuition only. Tuition fees help to cover costs of the recreation preschool and class sessions are budgeted off of enrollment. Please give at least one month notice of withdrawal so that an attempt to fill your child's spot can be made.

Do you have scholarships?

Yes. The Woodinville Recreation Scholarship Fund provides a finite subsidy for qualifying families. Ask recreation staff for more details on scholarship amounts, qualifications and for an application.

If you would like to make a donation to support families in accessing Woodinville Parks and Recreation programming, please let a staff member know. You can make a donation to the Woodinville Scholarship Fund in any amount, anytime, and with or without registration!

How do I pay my monthly Recreation Preschool tuition fees?

Once registered, you may pay your child's monthly class fee by mail, by phone with Visa or MC, in person, or online* with Visa or MC. Payment is due the first Tuesday of each month after the *start* of classes, and Fall payments start in November.

*Payments are "scheduled", meaning, for example, your November tuition will not show as due on your customer account in our Registration software until November 1. So, early online payment is not possible. Visit or call the Recreation Office to make an early payment. You may pay your balance off in full anytime.

What is the Refund Policy?

Discover Zone

Follows the typical refund policy of:

- 100% refund if class is cancelled by Parks and Recreation due to insufficient enrollment or facility problem.
- Partial refund for cancelled classes (if make-up cannot be scheduled)
- 100% refund less a \$10.00 processing fee if your request to withdraw is received a minimum of 5 business days prior to the first class.
- No refunds are given for participants removed from class for disciplinary issues.
- Medical injuries or other extenuating circumstances are handled on a case by case basis. Documentation of circumstance may be required.

Recreation Preschool

Your tuition deposit paid at Registration is applied as your final tuition payment. For Fall this is December, for Winter this is March and for Spring this is June. Tuition is paid one month in advance.

Example:

- 1) Register for Fall, Winter and Spring "Ready-Set-GO!" Recreation Preschool.
- 2) Pay two months tuition at registration.
 - a. One month's payment applied as September/October payment.
 - b. One month's payment held as tuition deposit for June tuition payment.
- 3) Begin monthly tuition payments 1st Tuesday in November
- 4) Withdrawal request due to move for Spring (April-June) made mid-February. Child plans to attend in March.
- 5) Tuition deposit applied to March. New March tuition payment NOT made. Child continues classes through March.

A refund of tuition deposit is not granted for a child unable to continue in a program for any reason other than a specifically physician-documented medical condition that precludes participation for the remainder of the program. Such requests are considered on a case-by-case basis.

Refund of tuition deposit is not given for moving, schedule conflicts, a child not interested in the program, vacations or removal of child due to misbehavior. This includes opting out of fieldtrips. Review of refund requests will be made by Recreation Supervisor or Recreation Coordinator only.

For classes cancelled by Woodinville Parks and Recreation, we may provide a prorated refund if a class make-up cannot be offered AND if the number of classes offered that quarter falls below the lowest class count of all regularly scheduled quarters. Monthly tuition does not change monthly. And, a month's tuition payment is not based upon the number of class days per month and quarter. Tuition is averaged out over a 9-month school year which runs September to min-June. As a result, some quarters have more classes than others, and some months more classes than others depending on the calendar year, holidays, school breaks, etc.

There are often kids on the Waitlist for all PAK programs. For all PAK programs, please give at least one month notice of withdrawal so that an attempt to fill your child's spot can be made. Please notify us immediately if you have extenuating circumstances or a hardship case and need special consideration. Each request will be considered on an individual basis.

Who will the Recreation Preschool teachers be this year?

Helen Romao, Lead Instructor

Helen Romao is the parent of three children and has been active in child education for fifteen years, both as a volunteer and working in the classroom. In addition to being the head instructor for the "Ready-Set-GO!" Preschool for the past three years, Discovery Zone for the past two years and Helen has been a toddler, tikes and wee one instructor with the City of Woodinville for the past four years. For the past five years, Helen has worked as a classroom assistant or para-educator with the Northshore School District. In addition to being a Girl Scout leader for ten years, Helen has also volunteered extensively in preschool and elementary schools earning her the Golden Acorn Award for service to the school and community from the Washington State PTA. Helen has also completed the Washington State Training and Registry System (STARS) certification for individuals who work in

child care, early education, and school-age care. Helen has completed her Early Childhood Education Assistant Certificate and is taking classes towards completing her Early Childhood Education Certificate.

□ **Paula Runyon, Assistant Instructor**

Paula Runyon is the parent of three children and has been a lead preschool instructor for a Redmond-based preschool for the past eight years. A trained Northshore School District Art Docent, Paula has also served on the PTA Board of Directors and as a Girl Scouts Leader. Earning a degree in Sociology from the University of Washington, Paula has over nine years of experience teaching preschool and completes at least 6 hours of continuing (childhood) education per year.

□ **Lindsay Talbott, Lead and Assistant Instructor**

Lindsay Talbott is a "soon to be" parent (Summer 2009) of one and has been in both the Education and Parks and Recreation fields for over eight years. Lindsay has her Bachelors Degree in Elementary Education from Central Washington University, as well as an Early Childhood Education minor. In addition to her college education, Lindsay has worked in Parks and Recreation each summer since high school, coordinating Summer Camp Programs for both the City of Woodinville and the City of Renton. Lindsay was a substitute teacher in the Northshore School District, for all ages, for almost two years, prior to becoming a full time employee with the City of Woodinville. Lindsay has also been teaching and assisting in toddler age and preschool age programs with Woodinville Parks & Recreation for the past year.

PAGE INTENTIONALLY LEFT BLANK

WOODINVILLE PARKS AND RECREATION "PAK" PARTICIPANT INFORMATION FORM

Return to: Carol Edward (Community) Center, 17401 133rd Ave NE, Woodinville, WA 98072, 425-398-9327 **COMPLETE FRONT & BACK**

Participant Name	Participant Birthdate	Participant Age	Home Telephone () () ()
Address		City	Zip
Parent(s)/Guardians(s) Name(s)	Cell Phone () () ()	Work Phone () () ()	Email
Parent(s)/Guardians(s) Name(s)	Cell Phone () () ()	Work Phone () () ()	Email
Emergency Contact Name	Emergency Contact Relationship to Participant	Emergency Telephone () () ()	
Physician to be called in case of emergency	Physician Telephone () () ()	Hospital Preferred	

List any allergies (food, pollen, medicine, etc.), chronic illness and/or medical condition(s): _____

Please list any other medical conditions, including any recent injuries or surgeries (in the last year): _____

Please list any medications taken and schedule (for EMS information only): _____

(Staff cannot administer medications & cannot assume responsibility for children administering their own medications)

Disabilities: _____ Year diagnosed?: _____

This section gives preschool staff background information to better support your child in a structured, group classroom setting. Information encouraged, but optional.

What are your child's strengths? _____

What are your's child's favorite activities? _____

Please list any specific behavioral challenges (if any) you have observed: _____

Please list any specific behavioral redirection and/or comforting techniques you find work well (e.g. key words, gestures, etc): _____

Anything else you feel will assist staff in working most effectively with child?: _____

Has your child been in a classroom setting by themselves before? YES NO If yes, setting?: _____

Authorized Pick-up (note: ONLY parents or legal guardian can add/remove individual's authorized to pickup your child). **COMPLETE BACK AS WELL.**

Adult Name	Relationship to child	Phone
------------	-----------------------	-------

Adult Name	Relationship to child	Phone
------------	-----------------------	-------

Photos (e.g. photo CD) may be made available to parents commemorating "PAK" Programs. Please check box if you do NOT want images of your child included. Note: Inclusion/Exclusion of images will be all or none. Staff cannot sort images and provided specific images via CD or email.

X	/	/	
Parent/Legal Guardian Printed Name	Parent/Legal Guardian Signature	Date	

WOODINVILLE PARKS AND RECREATION PARTICIPANT INFORMATION FORM

Please Print Clearly

Return to: Carol Edward (Community) Center, 17401 133rd Ave NE, Woodinville, WA 98072, 425-398-9327

Please Print Clearly

Authorized Pick-up (cont.)

Adult Name	Relationship to child	Phone	Today's Date
Adult Name	Relationship to child	Phone	Today's Date
Adult Name	Relationship to child	Phone	Today's Date
Adult Name	Relationship to child	Phone	Today's Date
Adult Name	Relationship to child	Phone	Today's Date
Adult Name	Relationship to child	Phone	Today's Date
Adult Name	Relationship to child	Phone	Today's Date
Adult Name	Relationship to child	Phone	Today's Date

People NOT Authorized to pick-up my Child

Adult Name	Relationship to child	Phone	Today's Date
Adult Name	Relationship to child	Phone	Today's Date

Special Notes to "PAK" Staff

Please use this section to share any other information you'd like staff to know.