

Preschool Program



Program Information:

On behalf of the City of St. John's Recreation Division, we would like to extend a warm welcome to participants of the Preschool Program. Our program is based on Canada's HIGH FIVE® quality standard for children's recreation and sport. We strive to provide your child with a relaxed, safe environment which promotes healthy child development with an emphasis on physical activity.

We have caring and experienced staff who are carefully screened and selected to ensure that your child's needs are met while in our program. All staff are trained in the High Five® Principles of Healthy Child Development (<http://www.highfive.org>), policies and procedures, physical literacy, supervision, safety protocols, and first aid.

Hours of Operation: 9 to 12 pm Monday, Wednesday and Friday
9 to 12 pm Tuesday and Thursday

Ages: 4 years

Program Activities:

Each month has a theme and includes physical activity (gym time, outside play); free play in different play areas; circle time; story time; special interest activities; music; arts and crafts and specific key concepts covered each month (i.e. numbers, letters, shapes, etc.).

Program Locations	Days
Paul Reynolds Community Centre – Group 1	Monday / Wednesday / Friday
Paul Reynolds Community Centre – Group 2	Tuesday / Thursday
Southlands Community Centre	Tuesday / Thursday
Kenmount Terrace Community Centre	Wednesday / Friday

Registration

Your online RECconnect Profile Account should be updated to include all contact information, including people who are authorized to pick up your child(ren), or any medical concerns. It is the guardian's responsibility to ensure this information is updated prior to registering children. If there are any changes in your contact information or alternate contacts, please update online or call our front desk for assistance at 576-8631 or 576-8499.

Waitlist

Through RECconnect you can place your name on a program waitlist and you will be contacted by email if any spaces become available. Registration is on a first come, first serve basis.

Refund

To withdraw or obtain a refund, an application form must be completed and submitted two weeks (14 days) prior to the start of the program by using the form below.

Please see following link for refund application: [Refund Application](#)

What To Bring

- A paint smock and a scrapbook for children's work.
- A back pack/lunch bag suitable in size to be carried by your child.
- Suitable clothing for weather (i.e. Snow pants, hats, mitts and/or a change of clothing). We go outside at every opportunity!
- Sneakers for inside play.
- Sunblock (SPF 30+), hat and reusable water bottle.
- Nutritious snacks and water
- Toys are only permitted for show and share days.

Ensure all personal items are marked with your child's name. The program is not responsible for lost items. We will only keep lost and found until the end of the program where it will be donated.

ST. JOHN'S

Arrival / Departure

- All children must be signed in and signed out by an authorized person (16 years or over) upon arrival and before leaving the program. Participants who are not signed in, are not considered to be under the supervision of staff.
- If someone other than those listed pick up your child, we ask that you give this information to the staff in writing. Staff will request a photo ID from that individual.
- Please advise us if there is something that maybe affecting your child's behaviour (i.e. lack of sleep, feeling unwell, etc.) so that we can understand and work with your child while in our care.
- A [Consent for Leave Form](#) is required for child(ren) **eight years and older** to leave the program site unaccompanied by a parent / guardian. Without this form, children will not be granted permission to leave the site unattended.
- Staff have to stay until all children are picked up so it is appreciated when parents / guardians are prompt in picking up children. A supplementary fee of \$1 per minute will be charged after five (5) minutes passes beyond the designated pick up time.
- For the participant's safety, the City of St. John's, as advised by the Royal Newfoundland Constabulary, will follow specific procedures should a parent or guardian arrive on site appearing to be under the influence. Staff will immediately contact their supervisor as well as the RNC.

Communication

Your RECconnect account is used by staff to generate contact information for guardians, alternate pick up lists and medical needs. For the safety of your child, please ensure this account is up to date with current information. Email will be the main method of communication for program newsletters and other relevant information will be posted on the white/bulletin board at each site.

If for any reason your child will be absent from our program, please contact staff or leave a voice mail (see contact numbers in chart).

Unexpected Closures

In the event the facility is closed unexpectedly (poor weather, power outage, no water, etc.) the program will be cancelled. Refunds will not be issued for unexpected closures due to weather or power outages, and phone lines will be updated to provide you with the information.

Nutrition

We encourage parents/guardians to bring healthy snacks to the program. For tips and resources on preparing healthy meals, snacks and satisfying your picky eaters, check out the following website. www.easternhealth.ca/Veggies&Fruit

Health / Illness

Children who exhibit symptoms of diarrhea, vomiting or fever are requested to stay out of the program until they have been symptom free for at least twenty-four (24) hours. If program staff feel your child is not well enough to participate in the program or exhibits any of the above noted symptoms, you may be called to pick up your child.

Medical / Allergy Information

Please do not bring nuts or nut products to the program. Additional food related allergies or restrictions will be shared at the start of the program.

If your child requires [medication](#), has [allergies](#) or any [medical condition](#) please complete the appropriate form located on our website or email recreation@stjohns.ca or call 576-8631 or 576-8499.

Prescription medication for your child must be in its original container with the physician's instructions on the label. Over the counter medication **will not** be administered.



Inclusion / Support Services

If your child requires support to participate in our programs, please contact Inclusive Services Staff at (709) 576-4450 or (709) 576-6972 or email inclusion@stjohns.ca or visit our [Inclusive Services webpage](#).

Recreation Division program staff, including Inclusion Counsellors, are **NOT** able to provide support for the following:

- Personal care (e.g. toileting, hygiene)
- Feeding
- Extreme behavioural issues (e.g. aggressive behaviour which compromises the safety of the participant, other participants and staff).

If younger children experience an occasional “accident” surrounding toileting, staff will determine if the participant is developmentally ready to clean themselves and change their clothing independently. If so, they may do so with staff encouragement. If not, the guardian must be called to come to the site to provide the personal care required.

Staff Contact Information

If you have any questions or concerns, please call the H.G.R. Mews Community Centre at (709) 576-8499 or the Paul Reynolds Community Centre at (709) 576-8631 or email recreation@stjohns.ca or one of the staff below.

Location	Program Number
Paul Reynolds Community Centre	(709) 576-2273 (CARE)
Southlands Community Centre	(709) 364-5128
Kenmount Terrace Community Centre	(709) 576-6115

Code of Conduct

The City of St. John's, Recreation Division, is committed to providing quality programs and services where participants may develop socially, cognitively, physically and emotionally. The code of conduct has been developed to ensure there is a mutual understanding of what is acceptable behavior and unacceptable behavior. The Recreation Division maintains appropriate staff levels and makes every reasonable effort to ensure meaningful participation.

Acceptable Behavior

The Recreation Division expects that staff, patrons, participants and guardians exhibit the following behavior while participating in programs and services:

- | | | |
|----------|-----------------|------------------|
| -Respect | -Kindness | -Safety |
| -Honesty | -Responsibility | -Healthy Choices |

Unacceptable Behavior

Behavior with intent to harm oneself, others, property or which would otherwise negatively impact program quality is unacceptable and will not be tolerated. Behavior expectations will be displayed in the facility and discussed with participants on a regular basis. Staff will use discretion to take appropriate action if unacceptable behavior occurs and typical outcomes are listed below:

Procedure for Addressing Unacceptable Behavior	
<ul style="list-style-type: none"> - Unacceptable behavior will be discussed with patron/participant - Adult patrons/participants will be asked to leave the program/facility - Guardians of a child/youth patron/participant will be notified of the unacceptable behavior and will be asked to arrange immediate pick up 	
First Occurrence	<ul style="list-style-type: none"> - The procedure above will be followed - Patrons/Participants and guardians (if applicable) may work with staff to identify solutions to assist the patron/participant in displaying expected behaviors in the future.
Second Occurrence	<ul style="list-style-type: none"> - The procedures above will be followed. - The patron/participant may be re-introduced to program/facility following a meeting, with guardians (if applicable) to establish an individualized plan to prevent further unacceptable behavior.
Third Occurrence	<ul style="list-style-type: none"> - The procedure above will be followed. - The patron/participant may be removed from the program/facility on a part-time or full time basis.
<p>If the Recreation Division is unable to ensure the safety and well-being of a patrons or participants, others, the security of property or program quality, we reserve the right to remove the patron/participant displaying unacceptable behavior from the program or facility.</p>	

Inclusive Services

Support may be available for those who require assistance to participate. When barriers prevent successful participation, Inclusive Services staff may be consulted for recommendations to foster successful participation. For further information, please contact Inclusive Services Staff at inclusion@stjohns.ca or 576-2574/4450

