

# City of Gulfport's

Hands-on learning,  
healthy snacks, friends  
and fun!

2016-2017

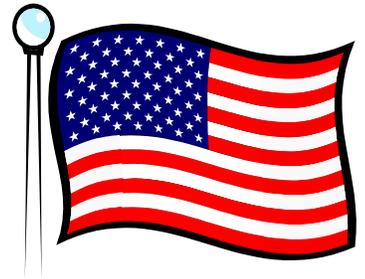
Ages 3-5

# VPK

# &

# Tot Time

# Parent Handbook



*Theme: The United States*

**Gulfport Recreation Center, 5730 Shore Blvd. S.  
Gulfport, FL 33707  
727-893-1068**

## 2016-2017 School Year Rec. Center CLOSE dates...

\*\* Please note that the Gulfport Recreation Center is **CLOSED** on these days in observance of a holiday. Please make alternative childcare arrangements.

**VPK and Tot Time Program follows the Pinellas County's school calendar.**

<u>Dates</u>	<b>Type of Holiday</b>
Mon., Sept. 5, 2016	**REC. CLOSED - Labor Day
Mon.-Wed., Nov. 21-23, 2016	No Tot Time - Thanksgiving Break
Thur.-Fri., Nov. 24-25, 2016	**REC. CLOSED - Thanksgiving
Mon.-Fri, Dec. 19-23, 2016	No Tot Time - Winter Break
Mon, Dec. 26, 2016	**REC. CLOSED - Christmas Holiday Observed
Tues.- Fri, Dec. 27-30, 2016	No Tot Time - Winter Break
Mon., Jan. 2, 2017	**REC. CLOSED - New Year's Holiday Observed
Mon., Jan. 16, 2016	**REC. CLOSED - Martin Luther King Jr. Day
Mon., Feb. 20, 2017	**REC. CLOSED - President's Day
Mon.,- Fri. Mar. 13-17, 2017	No Tot Time - Spring Break
Fri., May 12, 2017 - Graduation	Last Day of School

August 2016

Dear Parents,

The goal of our VPK & Tot Time Program is to offer a quality program, which provides a nurturing atmosphere where each child has the opportunity to experience many recreational, social, creative and enriching activities. Our program is licensed by the Pinellas County Health Department and the VPK Program is supported in part by the Early Learning Coalition of Pinellas County, Inc.

This booklet contains all the information you will need to assist your child in having a wonderful year here at Gulfport Recreation Center. The enclosed information is of special importance.

Please help us by becoming familiar with the information in this booklet and feel free to contact the office at 893-1068 with questions or concerns at any time. If you have a serious need or cannot reach our office, call 893-1000 or 893-1030 (after 5:30 p.m.)

Sincerely,

Marivel Gutierrez  
Recreation Supervisor

*The City of Gulfport's Tot Time Program is supported in part by the Pinellas County Health Department and the VPK Program is supported in part by the Early Learning Coalition of Pinellas County, Inc.*

## **HOURS OF OPERATION**

Tot Time begins every morning with “parent” participation from 8:30 to 9:00 a.m. This is a great time to forge friendships and observe your child in a school social setting. If you choose not to participate, children will need to be dropped off at 8:55 a.m. Instructional Hours are from 9:00 a.m. to 12:15 p.m. Pick-up is 12:15 to 12:30 p.m.

## **PAYMENT INFORMATION**

- Fees are subject to change -

**MONTHLY PAYMENTS ARE DUE** on the first day of each month. An \$11 late fee is applied - per family- after the 5th day of the month. If payment is not received by the 10th day of the month, the child will be unable to return to Recreation. Payments are preferred to be made by check payable to: the City of Gulfport (a service fee - based on check amount - is charged on returned checks - the amount due + the service charge must be paid in cash). Please ask for a receipt. Refunds will only be given for verified medical reasons.

**VPK PROGRAM** is a FREE program for children who live in Florida and who turn 4 years of age by September 1<sup>st</sup>. Parents must apply at Coordinated Child Care and the child must receive a Certificate of Eligibility.

### **Tot Time Fees**

#### **Monthly Fees**

- |                        |                                   |
|------------------------|-----------------------------------|
| - 2-Day (Tues/Thurs)   | \$40 res/\$50 non-res per child*  |
| - 3-Day (Mon/Wed/Fri)  | \$65 res/\$80 non-res per child   |
| - 5-Day (Mon thru Fri) | \$100/res/\$125 non-res per child |

### **IMPORTANT –**

- Fees for the 2-Day Program do not include field trips – parents must pay extra to send child on field trip days (\$8 Res/\$16 NR).
- The applicable monthly fee is due regardless of how many days the child attended that month.
- Children attending the 2/3-Day Program may not switch days during the week – to maintain a teacher/pupil ratio.

## **REQUIRED MEDICAL INFORMATION**

1. Student health examination on file within 30 days of enrollment.
2. Immunizations Records on file within 30 days of enrollment.

## ABOUT OUR STAFF

### PROGRAM RATIO

Two Recreation Leaders per 20 children

### PROGRAM STAFF

To ensure your child's safety, the Department of Leisure Services thoroughly interviews each staff member before hiring. Local, State and National background checks are completed. Recreation Leaders (also known as "teachers") will be supervising your children. Each Recreation Leader will have received training in child development, games, sports, discipline, crafts and more. Ongoing staff development continues throughout employment.

Recreation Leaders will be responsible for planning and leading the children in various activities throughout the day. These activities will include physical education, circle time, music, drama, arts & crafts, field trips and many enriching experiences.

Other staff working in the program is Marivel Gutierrez, Recreation Supervisor, John Lapham Recreation Coordinator, and Nicole Latragna, Staff Assistant. The Coordinator acts as the Center Supervisor when the Supervisor is absent from the Center.

## IMPORTANT INFORMATION

### POLICY ON INCLUSION

The Gulfport Recreation Division complies with the ADA (Americans with Disabilities Act). We consider a child's disability as merely a characteristic of the child. We do not deny admission based upon the disability as long as the child with disabilities can be integrated and his or her needs can be reasonably accommodated. We base our inclusion philosophy on the concept of the least restrictive environment.

### SPECIAL NOTICE

Picking up children while under the influence of drugs/alcohol is considered inappropriate by our program. If a parent/guardian appears to be under the influence of drugs or alcohol the program may call other persons authorized to pick up the child. If the adult appears to be so intoxicated that the child would be placed at *risk of serious and immediate harm*, the police will be called.

### SIGN-IN/SIGN-OUT

Parents must personally sign-in/sign-out their child daily on the attendance sheet. Signatures **must** be **FULL LEGAL SIGNATURE** with the time including a.m. /p.m. Make sure the teacher is aware you and your child are leaving.

	in	May 31		out
√	9:00 a.m.	<i>Paula Smith</i>	<i>Paula Smith</i>	12:30 p.m.

## LATE PICK-UP

A **\$1.00 per minute late fee** is charged if a child is not picked up by 12:30 p.m. and must be paid upon pick-up. The Recreation Supervisor has the right to terminate the child from the program for excessive (3 or more) late pick-ups with written notice to parent. Registration and program fees will not be refunded.

## MONTHLY CALENDARS

All parents will receive a monthly calendar at the beginning of each month listing all the day-by-day activities, field trips and days that Tot Time will not be in session. The Tot Time & VPK Program follows the Pinellas County's school calendar.

## FIELD TRIPS

Paid field trips will require an envelope, sealed with the child's name. **CASH ONLY** (no checks) will be accepted for all field trips. The exact amount of cash must be placed in the envelope. **Field trip sign up will end two days prior to trip departure. Children cannot be picked up or dropped off at the field trip location.** Parents are welcome to attend field trips but must assist in the supervision of the children. Volunteer Information Forms must also be filled out in order to attend. Monthly field trips are scheduled on a Monday, Wednesday or Friday.

VPK children do not pay for any field trips.

## SNACK

A nutritious snack will be served to each child every day. **Please let us know if your child has any food allergies.**

## ILLNESS

**Please do not send your child to Recreation when he/she does not feel well.** With the outbreak of the Influenza Virus (Swine Flu), your child should stay at home to rest and to avoid giving the flu to other children. The center does not have a suitable supervised clinic area for an ill child where he/she will be comfortable and segregated from others. Please help us by making arrangements for someone to be available to pick your child up as soon as possible in case of illness. **\*\*Children that develop a fever of 99 degrees or higher, may not return to Recreation the next day. There is a 24 hour waiting period.\*\*** Your cooperation in this matter will be appreciated. Your child's health and safety is our number one priority.

## MEDICATION

To dispense any type of medication to your child, we must have a medication form signed by the parent, the original container with prescription, which will be secured in the office. Liquid must be sent with the appropriate measuring spoon. Staff cannot administer eye drops, or eardrops, including ear plugs for swimming.

## POSSESSIONS

Children will have a designated cubby area for their belongings. Each cubby will be properly marked with the child's first name to place items in this location. Please remove items on a daily basis. There may be important information regarding the class or other updates.

## **FOOTWEAR**

Children are required to wear **SNEAKERS or CLOSED-TOED shoes**. No sandals, jellies or flip-flops. Parents will be called to either bring sneakers or to pick-up child. This also applies to field trips that do not specifically call for beach or water shoes.

## **LEAVING THE PROGRAM:**

Children are not allowed to leave the program without a parent/guardian unless we have written permission from the parent or guardian. **Children will be released ONLY to a person listed on his/her registration sheet.** Please keep this information current. Identification may be asked of the person picking up a child at any time.

## **HURRICANE EMERGENCY PLAN:**

Programs at the Recreation Center will be suspended anytime a Hurricane Warning is declared for Pinellas County. Every effort should be made to pick up children immediately if this is issued. For other types of storms or emergencies, please contact the Recreation office at 893-1068 or the main City switchboard, 893-1000, for information.

## **PARENT CONFERENCES:**

The center supervisor may schedule parent conferences when your child exhibits a pattern of disruptive behavior that interferes with the program or the management of other children.

## **PARENTS SHOULD CONTACT THE CENTER WHEN:**

1. Information on your child's registration form has changed.
2. Make sure that all home, work, and EMERGENCY NUMBERS are current. Notify the office of all changes as they occur.
3. Someone other than those listed on your child's registration form will be picking up your child.
4. Your child will be absent by calling 893-1068. A message can be left on voice mail.
5. Your child has a contagious disease (i.e. head lice, pink eye, measles, etc.).
6. Your child develops symptoms of the Influenza Virus.

## **PARENTS WILL BE CONTACTED IMMEDIATELY WHEN:**

1. Your child has received an injury, which could require immediate medical attention.
2. Any head injury, regardless of the seriousness.
3. Your child has a medical condition, which could be contagious.
4. Your child has a contagious disease (i.e. head lice, pink eye, measles, etc).
5. Your child develops a fever (99 degrees or higher); there must be a 24-hour waiting period before your child can return to the Recreation Center.

## **PARENTS WILL BE NOTIFIED AT PICK-UP TIME WHEN:**

1. We want to report positive behavior.
2. Your child complains of a non-emergency condition or has a minor injury during the day. Parent will be asked to sign accident/incident log sheet.
3. Your child exhibits unusual behavior.

# DAILY SCHEDULE

8:30 – 8:50 a.m.	Outside social Parent Connection
8:50-9:00 a.m.	Restroom- Transition to circle
9:00 – 9:15 a.m.	Circle (instructional)
9:15 – 10:15 a.m.	Free Choice
10:15-10:30 a.m.	Cleanup-Hand Washing
10:30 – 11:00 a.m.	Snack
11:00 – 11:15 a.m.	Circle (Story, Music, etc.)
11:15 a.m. – 12:00 p.m.	Small Group
12:00 – 12:30 p.m.	Physical Education (P.E.) & Free Choice

# TOT - TIME DISCIPLINE POLICY

## 1. Stop and Think

- What are my choices – steps
- Good or bad choice?
- Just Do it
- Say good job

## 2. Peace makers

- Helping hands not hurting.

## 3. Mediation

- Children and Teacher together
- A hurt child says “I don’t like it when you \_\_\_\_\_.”
- The offending child gets to respond.
- The offending child must help the hurt child.  
Example: “I will get a wet cloth for hurt hand.” or  
“I won’t hit you again.”

## 4. Thinking Chair (1 minute by age)

- This is used for extreme circumstances.  
Example: Throwing toy across the room.

## 5. Immediate next-day suspension shall be used following:

- Negative physical contact of children or staff.

**NOTE:** This policy also prohibits children from being subjected to discipline, which is severe, humiliating, frightening, or associated with food, rest or toileting. There will be no spanking or other forms of physical punishment by personnel.

## REFUND POLICY

A full program fee refund will be made only if the request for a refund is made **PRIOR to the FIRST DAY of ANY PROGRAM\*** (the only exceptions would be if a child could not attend due to a documented medical reason). Partial or pro-rated refunds will not be made.

*\*The Tot Time Program is a monthly program.*



***Please call the Center at 893-1068 if you have any questions not answered in this booklet.***