



Welcome!

This handbook is a guide for parents and caregivers of children enrolled in Dual Language Preschool at Irving Recreation Center. The information contained herein explains the requirements, policies, and procedures of the City of Lincoln Parks and Recreation Department and the State of Nebraska Department of Health and Human Services. A copy of licensing regulations is available for review at the recreation center office.

If you have questions about preschool policies, procedures, schedules, or anything else, do not hesitate to contact us!

ABOUT IRVING RECREATION CENTER

Irving Recreation Center is owned and operated by the City of Lincoln Parks and Recreation Department and recreation programs and services are offered for all ages. The rec. center opened in 1977, and the Irving gym complex was the first common facility shared by Lincoln Parks and Recreation Department and the Lincoln Public Schools.

Contact information: Irving Recreation Center
2010 Van Dorn
Lincoln, NE 68502
Phone: 402-441-7954

DESCRIPTION OF PRESCHOOL SERVICES

Ages of children served: Irving Recreation Center Dual Language Preschool serves children ages 3-5. *Children must be toilet trained.

Days and hours of operation:

2-day session: Monday and Wednesday from 9:00 to 11:30 a.m.

3-day session: Monday, Wednesday, and Friday from 9:00 to 11:30 a.m.

Academic calendar: We operate September—May and follow the Lincoln Public Schools elementary school calendar for program breaks and holidays. We also recognize Lincoln Public School decisions regarding “snow days” and other weather-related closures.

Developmental program: Dual Language Preschool at Irving Recreation Center offers developmentally-appropriate activities for children that allow them to grow by incorporating new experiences into their daily routine. Our program addresses the following developmental domains:

- approaches to learning,
- creative arts,
- health and physical development,
- language and literacy development, and
- social and emotional development.

Special services provided: Our special thematic content supports language development in both English and Spanish and allows preschoolers of all language backgrounds to have fun while playing and learning kindergarten readiness skills.

Expectations of parent/guardian:

- Complete all forms in full:
 - ◊ Registration Form including:
 - * Participant and family information
 - * Permission Form
 - * Waiver and Release of Claims

* Media, Talent, and Production Consent and Release

- ◇ Handbook Receipt: Description of Center Services and Policies
- ◇ Immunization Record
- ◇ Receipt of DHHS Parent Information Brochure
- Read, understand, follow, and support all written policies.
- Keep all contact information current.
- Provide a phone number where program staff can immediately contact someone to arrange for the pick up of ill children within one hour of notification.
- Send proper and weather-appropriate footwear and clothing for both indoor and outdoor play.
- Pick up children by 11:30 a.m.

PAYMENT SCHEDULE

Due upon registration Enrollment deposit

Due the 1st of every month Monthly fee

Late pick-up fees A late fee of \$5.00 for every 15 minutes the child remains at the program after 11:30 a.m. will be due at pick up.

ABOUT OUR FEES: Preschool fees are calculated according to the number of days the program is scheduled to be in session throughout the year and divided into nine equal monthly installments.

PAYMENT POLICY

- Families must pay in advance according to the schedule above unless a special payment plan is approved. You will not receive a bill.
- Fees are charged on the basis of full-time enrollment. The fee is the same if a child is ill, out-of-town, suspended, or out for any other reason.
- We accept cash, checks, credit and debit cards, and money orders.
- Receipts are provided upon request.
- If we receive a returned check, future payments must be paid by cash, credit card, or money order.
- The enrollment fee is non-refundable, non-transferable, and applied to the fee for the month of May.
- Families will be notified of possible termination if a payment becomes past due.
- Five days written notice is required to cancel enrollment prior to the start of the next month. The written notice will be dated and filed by staff. Failure to provide 5 days written notice will result in full charges for the following month.
- If enrollment is cancelled for any reason and a family later wishes to re-enroll, the child will be placed on a waiting list until an opening becomes

available. The family will not be required to pay an additional enrollment fee.

- Families with past due fees on the last day of the program will be turned over to the City Attorney's Office. You will not be able to enroll in any Parks and Recreation program until payment is received or a payment plan is approved.

PAY MONTHLY FEES ONLINE!

Now you can make your monthly payment online with a credit or debit card. Go to parks.lincoln.ne.gov, click the green "ePay" button, and select Parks and Recreation Programs & Classes. Sign up for a free MyInterlinc account and create a Parks and Rec. client profile for your child. If you have ever paid your water bill, pet license, or a parking ticket online, you already have an account. Call us if you need help!



ILLNESS EXCLUSION POLICY FOR CHILDREN AND YOUTH

Lincoln Parks and Recreation is committed to keeping the spread of illness to a minimum, and we take the following steps to do so:

- Children and youth wash hands throughout the day.
- Equipment is disinfected on a regular basis.
- Parents are notified of any communicable disease outbreak at the program.
- Strict and consistent enforcement of our criteria for excluding participants due to illness.

Please do not send your child to the program if the following signs of a possibly contagious illness are present. Children who exhibit the following signs of possibly contagious illness will be excluded. A parent will be called to pick up the child. Due to the additional care required when a child is ill, we request parents pick up their child within one hour.

PARTICIPANTS WITH THE FOLLOWING SYMPTOMS MUST BE EXCLUDED:

Vomiting	2 or more times in the past 24 hours
Fever	Temperature above 100°F and behavior change or other illness symptoms (e.g., sore throat, rash, vomiting, diarrhea, etc.)
Rash	<ul style="list-style-type: none"> • With fever or behavior change - until a physician has determined the illness is not contagious. • Chickenpox - until all lesions have dried or crusted.

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- Impetigo (symptoms include blisters/sores on the face, neck, and/or hands) – until 24 hours after treatment has been started.
 - Mouth sores with drooling.
 - Head lice or ringworm until after the first treatment.
- Diarrhea**
- When a watery stool causes an “accident” or
 - If the frequency of watery stools exceeds two stools in the past 24 hours.
- Not Feeling Well**
- Any child who requires more care than can be given by staff in a group setting or a child who is unable to participate in regular daily activities.

Returning to the program: Following exclusion, participants will be readmitted to the program when they are able to participate in regular daily activities and have been on appropriate medication or symptom-free without medication for at least 24 hours.

About doctor notes: There may be times when it is necessary to present a doctor’s note to indicate an illness is not infectious. Staff may recommend or request that you consult with your child’s physician. The final decision on whether to exclude a child is made by the director.

PICK-UP AND IDENTIFICATION

Children will only be released to the parent(s)/guardian(s) listed on the program registration form. Written and signed permission from a registering parent/guardian will be required for the child to be released to any other adult. IDs will be checked when staff does not recognize the person picking up a child.

WEATHER CLOSURES

Out of consideration for the safety of our students and their families, Dual Language Preschool recognizes Lincoln Public School (LPS) decisions regarding “snow days” and other weather-related closures. Please tune in to local media for weather closing announcements. Some media outlets provide free text message alerts, and Lincoln Public Schools also announces weather closings on their website at <http://www.lps.org>.

SNACKS AND NUTRITION

A morning snack that meets USDA nutrition guidelines is provided by Irving Recreation Center. Please help your child be prepared to meet the demands of an active and fun morning at preschool by providing a balanced breakfast at home (refer to choosemyplate.gov for tips).

WHAT TO BRING TO PRESCHOOL

Students are expected to bring the following items to preschool:

- A backpack permanently labeled with your child's name.
- An oversized "art shirt" for your child to keep in the classroom. This shirt will get messy!
- A change of clothes in a bag permanently labeled with your child's name to keep in the classroom. Accidents do happen!

WHAT TO LEAVE AT HOME

- Toys
- Valuable or sentimental items
- Food and drinks

MEDICATION

If your child will be taking medication at preschool (prescription or over the counter), you must request and complete a Medication Consent Form. All medication is kept secured in a designated location and must be checked in at the service counter. IMPORTANT: Medications that are used on an "as needed" basis (or "PRN") require a note from a medical professional describing the symptom(s) and dosage.

TEACHER GIFTS

Occasionally students wish to offer gifts to teachers to celebrate holidays or other special occasions. Please know that Irving Recreation Center adheres to the City of Lincoln's Gift Policy that restricts the acceptance of gifts by city employees. If your family is so inclined, please consider a donation to the classroom instead: books, art supplies, toys, games, facial tissue, etc.

OTHER IMPORTANT DETAILS

- Early arrival: Students can enter the classroom as early as 8:50 a.m. The rec. center doors do not unlock until that time.
- Schedules: Daily schedules are posted in the classroom.
- Parent visits: Parents are welcome and encouraged to visit the classroom at any time; however, please sign in first at the service counter.
- Parent volunteers: If you would like to volunteer in the classroom, please contact the office to complete the appropriate paperwork.
- Absence or illness. Please notify the office by 9:00 a.m. if your child will be absent. Refer to our Illness Exclusion Policy for Children and Youth for information about when to keep your child home.
- Rest: Please help your child be prepared for active and fun mornings by ensuring they get adequate rest the night at night.
- Clothing: Children should come to preschool dressed appropriately for physical activity and the day's weather.
- Treats from home: Students sometimes wish to bring treats to celebrate a birthday or other specially occasions. Treats must be store purchased, individually wrapped, and commercially labeled with allergen information.

DISCIPLINE POLICY

Our expectations for behavior: Be safe. Be respectful. Be responsible.

We use the Standard Discipline Policy of the Parks and Recreation Department. Please review this policy with your child. Every effort will be made to resolve behavior problems, but please be aware that if there are continuous or serious behavior issues your child could be suspended. If suspension becomes necessary, parents will be contacted the same day. We appreciate your support in managing behavioral issues.

When there is an infraction of rules, we issue a warning and encourage children to continue participation or ask them to take a time out, and then resume participation. Time outs never exceed more than one minute for each year of the child's age.

- If disruptive behavior continues after one time out, the child is given a second time out and then may resume play.
- If disruptive behavior continues after two time outs (or refusal to go to a time out) the child may be suspended for the rest of the day or for the following day. Parents will be contacted.

The above process will be used again if there is a second incident of continued disruptive behavior. If a second suspension is necessary, it will again be for the rest of the day or the following day.

If a third suspension is necessary, it will be for one week. A fourth suspension will again be for one week.

An additional suspension could be for 30 calendar days or to the end of the program depending on the incident.

Please note – for incidents which are more serious, we may need to move through these steps more quickly than outlined.

SUGGESTIONS AND CONCERNS

We do our best to make sure your family has the best possible experience. If you ever have any suggestions or concerns about the Lincoln Parks and Recreation program, our teachers are available to visit with you. If you do not feel the response is satisfactory, please visit with the center director.



Dual Language Preschool at Irving Recreation Center is owned and operated by the City of Lincoln Parks and Recreation Department:

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Lincoln Parks and Recreation
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Lincoln, NE 68502
Phone: 402-441-7847