



Preschool Program



We would like to extend a warm welcome to participants in the City of St. John's 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.

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

Ages: 4-5 years
(must be attending Kindergarten in September 2022)

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

Program Activities:

- Children will prepare for Kindergarten through a play-based program with caring leaders through the delivery of a HIGH FIVE quality model.
- Activities include outdoor play, active time/fundamental movement, circle/story time; special interest activities; arts and crafts and specific key concepts (i.e.: numbers, letters, shapes, etc.).
- Room set up and activities will be set up to allow for physically distancing as much as possible.
- Handwashing/bathroom routines will be conducted regularly.
- Each child will have an assigned space where they will eat, and cubbies to store their belongings and individual art materials.
- A newsletter will be emailed monthly with reminders and concepts to be covered.

Registration

Please ensure your RECconnect Profile Account and email are up to date with contact information and emergency contacts. It is extremely important that you list any allergies or underlying medical conditions at registration or advise staff prior to attending.

Waitlist

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

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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 backpack or similar bag to hold all items.
- Individual hand sanitizer (labelled with child's name). Hand sanitizers will also be available throughout the facilities.
- Suitable clothing for weather (i.e. snow/rain gear and a change of clothing). **We go outside in all kinds of weather!**
- Sneakers for inside play.
- Sunblock (SPF 30+), hat and reusable water bottle (please put child's name on it).
- Nutritious snack (1/2 snacks) and water
- Toys or electronic devices are not permitted at the program.
- Ensure all personal items are marked with your child's name.

Arrival/Departure

- While masks are welcome and encouraged in our program, they are not mandatory
- Assigned staff will sign in/out the children each day.
- 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.
- If there are any medical concerns or issues that leaders/staff need to be aware of, please contact us prior to the start of the program.
- Staff must 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.

Safety Measures:

- The City of St. John's adheres to the NL Government public health guidelines. Any updates of the specific safety measures for the program, will be forwarded to parents/guardians, prior to the start of the program.

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- All leaders/staff are trained in the HIGH FIVE® Principles of Healthy Child Development (www.highfive.org), policies and procedures, physical literacy, supervision, safety/cleaning protocols and first aid.
- Alcohol based hand sanitizer with 60% alcohol content will be placed in all entrances to the program area.

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. It is recommended that children not share food.

MANAGING ILLNESS:

If for any reason your child will be absent, you must contact the program Field Worker by phone or text or leave a voice mail on the program phone listed below. We encourage you to put these numbers in your mobile device.

- Children must stay home if they feel sick (fever, sore throat, cold symptoms, headache, diarrhea, vomiting).
- Parents/guardians must ensure that you list your child's underlying health conditions and or present symptomatic due to allergies.

Medications/Allergy Information

Please do not bring nuts or nut products. If your child requires medication, has allergies or any medical condition please contact us. Prescription medication must be in its original container with the physician's instructions on the label. Over the counter medication will not be administered in the program.

Inclusion Support Services

If your child requires support to participate in our programs, or have questions concerning COVID with vulnerable populations, please contact Inclusive Services Leader/staff at (709)576-4450 or (709)576-6972 or email inclusion@stjohns.ca or visit our website <http://www.stjohns.ca/living-st-johns/recreation-and-parks/inclusive-services>.

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



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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 visiting facilities and participating in programs and services:

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

Unacceptable Behavior

Behavior with potential 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) are encouraged to 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.
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.	

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.

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