

### **XIII. Parent Volunteers**

Occasionally we ask for parent volunteers to help during special times. There will be a sign-up sheet on the parent board, located on the wall by the door, for that purpose. Without the parent volunteers we would not be able to celebrate our special party days.

Generally, we ask for only 4-5 volunteers to assist in class. If you volunteer, please do not bring siblings.

### **XV. Health and Illness**

If your child appears to be ill at Pre-K we will contact you to pick them up. Please be sure to put down a phone # where you can be reached.

#### **Please keep your child at home if he/she has:**

1. A fever or has had one within the previous 24 hours.
2. Has a heavy nasal discharge
3. Has a constant cough.

If your child is ill, please contact the center so they know that you will not be attending on that day.

If your child has a communicable disease, please notify the center as soon as possible so we may notify the parent of the other children enrolled in the program.

### **XVI Escort Policy**

For your convenience we offer many programs before and after your child's prekindergarten program. Look in the district brochure for information. Staff will escort your children to these classes. On the first day of class, inform instructors and identify the classes for which your child is to be escorted. (On the sign-in sheet marked park classes.)

Registration for these classes are done through normal registration process for each session. Please ask in the office if you have any questions.

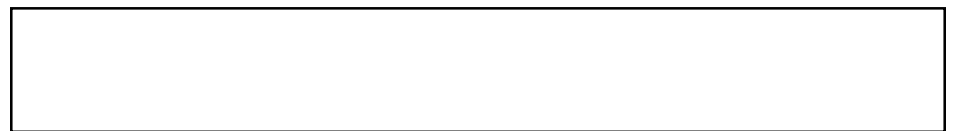
**Conejo Center**  
**Pre-Kindergarten**

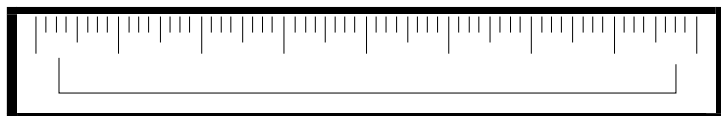
**805/495-2163**

**email: [cccprek@gmail.com](mailto:cccprek@gmail.com)**  
**or**  
**[ccc@crpd.org](mailto:ccc@crpd.org)**

**General Information Guide**







### **VII. Sign-In and Out Policy**

#### **ALL PARENTS MUST SIGN-IN CHILDREN EACH DAY**

Please notify us of any changes in who will be picking your child up from school. If someone other than yourself picks up your child, please remind them that they are required to bring identification with them and that they must sign the child out.

Your child will only be released to persons listed on your emergency form. This is done for safety reasons. If you need to make changes please let the instructor know as soon as possible.

### **VIII. Emergency Form**

The emergency form is very important. Your child will not be allowed to participate in our program without the emergency form filled out. Please make sure you list at least 2 other people besides yourself who can be contacted in case of an emergency or if your child isn't feeling well.

### **IX. Nametags**

Name tags will be available for each child to wear in the beginning of the school year.

Please Check The Parent Board  
and Boxes  
For Important Information

### **I. Philosophy and Goals of Conejo Center Pre-Kindergarten**

Program is designed to provide a social and recreational environment for your child. Creativity, imagination, arts and crafts, stories, movement, singing and outdoor adventure are just a few of the areas that will be introduced.

Fundamental basics are also taught, such as, name recognition, printing, coloring, cutting and gluing taught through creative and positive activities.

This program offers an opportunity for a lot of FUN as well as a preview of the expectations of the Conejo Valley Unified School District's Kindergarten program. We'll be stretching our bodies and minds!

Our goal is for your child to leave each day happy and ready for kindergarten at the end of the session.

We have lots of activities planned to keep your child busy. You will find us playing games outside and in!

Due to limited space, the program is not a parent participation program. We try to provide opportunities for parental involvement throughout the year. Please ask the teachers what you can do to assist.

We hope this year proves to be a rewarding year of Pre-K for all the children.

**This prekindergarten class is for children who will be attending kindergarten the following Fall School year.**

**They must be turning 4 by December 2 of their prek year. (no exceptions)**

