

Helen Meyer Community Center

Clark County Parks & Recreation
4525 New Forest Dr. Las Vegas NV 89147
(702) 455-7723
clarkcountynv.gov/parks



togetherforbetter

Preschool Parent Handbook 2023-2024

Dear Parents,

Welcome to our State of Nevada Licensed Preschool Program at Helen Meyer Community Center. We are excited to begin this journey to learn, play and grow together with you and your child. Our preschool teachers are highly qualified and are dedicated to teaching and loving your children as they start their academic journey.

We appreciate your support and dedication to our program and your child's future. We are grateful for the opportunity to be part of your lives and believe that learning through structure, play and socialization will be a fun and extremely rewarding experience.

Please read this Parent Handbook completely to ensure you are prepared and understand our philosophy and our guidelines.

We are excited to have your child participate in Clark County Parks and Recreation Preschool program at Helen Meyer Community Center. Thank you for your cooperation and time in assuring that your child will be successful in our program. Please call us with any questions or concerns you may have.

Sincerely,

Shannon Scott, Preschool Director

A handwritten signature in black ink that reads "Shannon Scott". The signature is written in a cursive, flowing style. The first name "Shannon" is written in a larger, more prominent script, and the last name "Scott" is written in a slightly smaller, more compact script. The signature is positioned at the bottom of the letter, below the typed name "Shannon Scott, Preschool Director".

HELEN MEYER PRESCHOOL PHILOSOPHY (432A.350a)

The Helen Meyer Early Childhood Preschool Program is dedicated to providing a secure, engaging and nurturing environment for children to grow and flourish.

Our program focuses on the social, emotional, and academic development of the child.

Our Commitment:

- Encourage a lifetime love of learning through exploration and play.
- Build a strong foundation of each child to grow emotionally, socially, physically and cognitively.
- Encourage “Differential Learning” to develop the “Whole Child”. Encourage success for each child at his or her own pace.
- Create open communication between parents and teachers.

Helen Meyer provides a safe, stimulating and developmentally appropriate learning environment. Our vision is to develop well rounded, confident and responsible individuals in a respectful and inclusive facility. Helen Meyer’s diverse and inclusive community enhances academic and emotional growth.

REGISTRATION

Our annual preschool operates on three ten week sessions of classes beginning in September and ending in May. Registration for our year round preschool begins in early August for the fall session. Summer Camp registration begins in early April. Due to the popularity of this class, it is recommended that participants take advantage of the on-line registration period. After the initial registration, those participants already enrolled will be given an opportunity to re-enroll for the next session before the space is opened to the public. Spaces remaining after the priority enrollment will be open to new participants.

Full payment for the class is required at the time of registration; phone payments will not be accepted. All required forms must be completed and submitted by the first day of class. Please read the requirements below to ensure that all documents are received in a timely matter. Changes to Clark County's participant information sheet must be made in person (with a photo ID) and can only be completed by the parent/guardian who signed the form. Verbal authorizations for child pick up will not be accepted.

ADMISSION REQUIREMENTS (NAC 432A.350 e)

Children must be four (4) years old on August 1st for Clark County School District (CCSD) to enroll in the 4-5 year old class, or three (3) years old by August 1st for CCSD school to enroll in the 3-4 year old class.

Children must be toilet trained (no pull-ups) and must perform own personal hygiene. Clark County Parks and Recreation does not provide diapers & wipes. NO EXCEPTIONS ALLOWED.

PAPERWORK REQUIREMENTS (NAC 432A.350 c)

A registration packet MUST be completed PRIOR to attendance. The following paperwork is required:

- Registration Form
- Copy of Original Birth Certificate
- Health Evaluation
- Shot Records

FEES (NAC432A.350 c/d)

10 week session, 2 days a week, 3 hour session (AM or PM), \$300

10 week session, 3 days a week, 3 hour session (AM or PM), \$375

1 week Summer Camp, Mon –Fri, 3 hour session (AM only), \$75

REFUND POLICY (NAC 432A.350 c/d)

Class registration cancelled by an individual prior to the close of business on the first day of the class will be granted a full refund. No refunds will be issued after the first day of class.

LATE FEE (NAC 432A.350 d)

Beginning one minute after the class end time, you will be assessed a late fee of \$5 for every ten minutes late. This fee must be paid prior to your child returning to the program.

DAILY SIGN-IN & SIGN-OUT

Any person picking up your child must be listed on the Registration Form and present a photo ID, NO EXCEPTIONS! Phone authorizations will not be accepted.

INCLUSIVITY (NAC432A.350 b)

Clark County Parks and Recreation strives to make a difference through accepting the different perspectives of all participants. Our program does not discriminate against any people or persons and demonstrates its integrity to both our community and Helen Meyer Community Center with transparency and professionalism.

ADA AND SPECIAL NEEDS (NAC 432A.350b)

The department welcomes the participation of individuals of all abilities in programs offered and fully complies with the Americans with Disabilities Act (ADA).

Contact the Program Supervisor two weeks prior to the program to make arrangements. TDD services for hearing impaired are available at 1-800-326-6863.

HOURS & HOLIDAYS (NAC 432A.350 c/d)

Our Early Childhood Enrichment Program begins promptly at the designated time. Children should not arrive earlier than 5 minutes before the start of the class. Parents are encouraged to call the facility in the event of a participant's absence between 8am-12pm.

Holidays observed by Helen Meyer include:

- October 27th (Nevada Day)
- November 10th (Veteran's Day)
- November 20th-24th (Fall Break)
- December 18th-January 1st (Winter Break)
- January 15th (Martin Luther King Jr. Day)
- February 19th (President's Day)
- March 11th-15th (Spring Break)

Summer hours are subject to change

RELIGIOUS OBSERVATIONS (NAC 432A.350 d)

Clark County Parks and Recreation does not observe religious holidays.

CHILDREN'S HEALTH (432A.374)

If your child shows symptoms of illness, please keep them at home. Any staff member may refuse to admit your child if they are obviously ill or have a fever of at least 100.1 degrees. A sick child requires extra attention from the staff and exposes other children to illness.

MEDICATION (NAC 432A.350 e)

Staff CAN NOT administer any medication

Any prescribed medications must be left at the Front Office

Authorizations to hold medications must be filled out by the parent/guardian, including EpiPen

BIRTHDAYS (432A.350a)

Birthdays are special. If you wish to send treats for your child's class, please make arrangements ahead of time with the Preschool Director. All treats must be store bought and in original package.

Treats must be peanut-free

BRINGING TOYS & TREATS

Children should not bring toys, tablets, or phones to school; WE ARE NOT RESPONSIBLE FOR LOST OF STOLEN ITEMS.

Please do not send gum, candy or money with your child!

PERSONAL ITEMS (NAC 432A.350e)

Clark County is not responsible for lost, damaged or stolen items that are brought to our program against our advice.

Please label child's items with first & last name.

CLOTHING (NAC 432A.350 e)

Dress children in play clothes. They will be painting, playing outside and participating in many messy craft projects. Please put your child's name on jackets, sweaters and backpacks.

Closed toed shoes must be worn. No sandals or flip-flops.

TRANSPORTATION (NAC 432A.350 f)

Clark County Parks and Recreation does not provide transportation for participants.

FIELD TRIPS (NAC 432A.350 g)

Clark County Parks and Recreation does not provide field trips for participants.

REST PERIODS AND NAP TIME (NAC 432A.350 e)

Due to the length of classes, Clark County Parks and Recreation does not provide nap time for participants.

SNACK/ALLERGIES (NAC 432A.350A and NAC432A.385)

Snack time is offered once per three (3) hour class. Helen Meyer Community Center does not provide snacks for participants. Parents must notify Helen Meyer of allergies on Registration Form prior to enrollment. The School Wide Allergy list is posted in each classroom.

Staff are trained to be mindful of choking hazards and are CPR certified.

- Send a snack with your child that does not require heat or refrigeration.
- Helen Meyer is a peanut-free facility. NO PEANUTS.
- A water bottle is strongly recommended for each participant

BOTTLES AND PACIFIERS (NAC 432A.350 e)

Clark County Parks and Recreation does not allow bottles or pacifiers within its program.

TOILET TRAINING (NAC 432A.350 g)

Children must be toilet trained (no pull-ups) and must perform own personal hygiene. Clark County Parks and Recreation does not provide diapers & wipes. NO EXCEPTIONS ALLOWED.

YOUR CHILD'S ADJUSTMENT (432A.350a)

Steps Helen Meyer and the child's parent/guardian take to help with the child's adjustment to our program:

- Introduce your child to their teacher when you have enrolled for them to get more comfortable
- Establish a "goodbye routine" to make the transition easier to cope with, such as a goodbye song or reading a book
- A photo of your family or an item of yours they can take into class with them will ease a child's anxieties when they are sad

Enrichment Curriculum Program (NAC 432A.350 a)

Helen Meyer's curriculum is designed to fit a child's individual needs and help them develop their readiness skills at their own level. Children are introduced to a variety of experiences throughout their day to build and reinforce multiple concepts, such as literacy, math and awareness of the world around them. Our class sizes are small to ensure each child receives individual attention and guidance. Listed below is a sample of our curriculum details:

SKILLS

Reading skills
Letters & sounds
Recognize rhyming sounds
Listening & following directions

WRITING

Writing own name
Writing numbers
Writing letters
Writing sight words

MATH

Recognizing & writing numbers
Solving problems
Counting & recognizing quantities
Counting 1 through 20
Sequencing & patterns

SCIENCE & HEALTH

Weather, environment & space
Seasons & plants
Animals
Five (5) senses
Health & safety
Self-awareness & positive self-esteem

PHYSICAL EDUCATION

Fine Motor Skills
Gross Motor Skills
Teamwork and Coordination

BENEFITS OF PRESCHOOL

How do you and your children benefit from our Early Childhood Enrichment Program?

- Children develop self-esteem and learn valuable life skills while they're young
- Meeting and making friends teaches socialization skills and creates memories that last a lifetime
- Playing together instills teamwork and increases communication skills
- Children's play is essential to the human development process

MUSIC & MOVEMENT

Songs

Dances

Instruments

GAMES

Group games

Outside games

Teambuilding activities

LANGUAGE

Stories & poems

Listening activities

Oral communication (Open Mic)

ARTS

Cutting & pasting

Painting

Drawing & coloring

SOCIAL STUDIES

Community helpers

Children around the world

Famous Americans

Holidays

*The activities listed in this section, are only part of the learning activities that take place inside the classroom.

GENERAL PROGRAM GUIDELINES

- Participants are expected to respect staff and others at all times.
- Children must practice fair play, honesty and good sportsmanship.
- Inappropriate behavior, horseplay, fighting and abusive language are not allowed (see Participant Code of Conduct).
- Eating is only allowed in designated areas.
- Chewing gum is not allowed.
- Spitting on property, equipment, others or self will not be allowed.
- Appropriate clothing and athletic-style shoes are required (**NO sandals or flip-flops allowed**).
- Personal toys, games, equipment, Kindles, cell phones, radios and musical equipment are not allowed during program hours.
- Restitution will be sought for any damage to supplies and equipment resulting from misuse or abuse.
- All facility rules are to be strictly followed.
- Our number one goal is for all participants to be safe and have fun!
- A parent/guardian has the right to observe the classroom upon request; an appointment is necessary.

COMMUNICATION (432A.350a)

Our staff welcomes comments and suggestions to maintain a high quality of programming for participants. Please address your concerns to the Site Supervisor in a calm and appropriate manner. Remember, as adults, we serve as role models for the youth participating in our programs. If any concerns arise, please notify the Helen Meyer Community Center.

GRIEVANCE PROCEDURES (432A.350a)

Any and all grievances related to a participant are to first be brought to the attention of the teacher. It is then up the staff's discretion if these issues must be brought to the preschool director and then the attention of the program supervisor as needed. If a grievance must be given over the phone, Helen Meyer's main line is (702)455-7723.

PARTICIPANT CODE OF CONDUCT

In order to ensure everyone's safety and enjoyment, participants are expected to follow the rules at all times. Staff praises and encourages desired positive behavior with the hope that participants will be aware that positive behavior will receive more attention than negative behavior. If inappropriate behavior is displayed, guidelines are in place to assist staff with correcting that behavior.

Examples of Inappropriate Behavior Include (but are not limited to):

- Misuse of property
- Hitting, biting, kicking, spitting
- Inappropriate language/actions: The use of foul, abusive or unkind words, inappropriate gestures/actions toward participant, staff or others.
- Sexual harassment of participants or staff
- Racial or religious discriminatory remarks, actions, or harassment towards others
- Stealing, fighting
- Inappropriate clothing or lack of personal hygiene (offensive to others)
- Bringing non-registered family members to activities, or leaving them unattended in the lobby, hallways, multipurpose rooms, playgrounds or other public areas
- Physical harm to self and/or others

PARENT CODE OF CONDUCT (NAC 432A.350 c/d)

As adults we serve as role models for the children in our program. If you ever have a concern, please address that concern in an appropriate and calm manner. Clark County Parks & Recreation has a zero tolerance policy of work place violence, physical force, harassment, intimidation or abuse of power or authority. This includes actions of employees, supervisors, customers, clients, vendors or other persons. Should a situation occur within the program due to inappropriate actions by parents/patrons that causes excessive time spent by County employees, Clark County reserves the right to remove parents and/or participants from the program.

TRESPASS PROCEDURES

When the Site Supervisor and/or Clark County Parks and Recreation Administration have been unsuccessful in rectifying a situation, and after every effort has been exhausted, Metro Police may be contacted to trespass person(s) from the program.

CHILD ABUSE & NEGLECT

Clark County staff members are legally required to report signs of child abuse and/or neglect.

Staff members are mandated reporters.

EMERGENCY DRILLS (NAC 432A.280 3a/b)

Fire drills are conducted on site on a monthly basis. Disaster drills, including Earthquake/Natural Disaster, Active Shooter, and Stranger Danger drills, are conducted on site on a quarterly basis.

EVACUATION SITE (NAC 432A.280)

In the event of a school evacuation, children will be escorted to a predetermined evacuation site. Helen Meyer's evacuation site is The Church of Jesus Christ of Latter Day Saints located at 4545 New Forest Dr. 89147.

Nevada Revised Statute Chapter 199
CRIMES AGAINST PUBLIC JUSTICE

NRS 199.300

Intimidating public officer, public employee, juror, referee, arbitrator, appraiser, assessor, or similar person.

NRS Statute information is available online at <http://www.leg.state.nv.us/nrs/NRS-199.html>

CHILD CUSTODY / PARENTAL RIGHTS & GUARDIANSHIP

Clark County Parks & Recreation realizes that often youth come from situations where parents may be separated, divorced or currently seeking divorce. Please keep in mind that OUR #1 CONCERN IS THE SAFETY OF YOUR CHILD.

We do not have the ability to resolve custody issues or to act as mediators; this is the responsibility of the custodial parties. Only one registration form will be accepted for each child and all payments will be under the child's name in one account, regardless of who made the payment.

In a joint custody situation, the parent who registers the child is responsible for listing the co-parent and all required contact information on the registration form. In addition, all of the individuals including step parents, significant others, neighbors, friends, and siblings from both co-parents must also be included on the authorized pick up list.

Please note that all parties listed on the registration form may pick up the child at anytime. Any and all arrangements regarding payments or pick up of the child must be worked out in advance away from our facility.

If custodial issues are in dispute, causing any uncertainty or disruption to our staff, we ask that you refrain from registering your child until such issues are resolved. If such issues arise once your child has been registered in the program, they must be resolved immediately or your child will not be permitted to participate in the program.

Information will be kept confidential.

POSITIVE/PROGRESSIVE DISCIPLINE (NAC432A.400)

1. The participant will be given an explanation of why the behavior is inappropriate
2. If a problem persists, the participant will temporarily be removed from the situation for (1) minute for each year of the participant's age. (Parents/guardian will be notified)
3. If inappropriate behaviors persist, a Behavior Report will be completed by staff and discussed with parent. The parent/guardian will be required to sign the report after reading it.
4. After three Behavior Reports, the child may be permanently removed from our program.

SUSPENSION/EXPULSION POLICY

One Day Suspension: A one-day suspension will be imposed when a problem cannot be corrected using the Positive/Progressive Discipline steps listed above, or when the severity of the behavior warrants immediate removal. If suspension is necessary, the parents/guardians will be contacted by the Site Supervisor to have the participant picked up immediately. The suspension will be effective for the following program day.

Multiple Day Suspension: A multiple-day suspension will be imposed when inappropriate behavior continues after a one-day suspension, or in the case of a more serious infraction. As stated above, the parent/guardian will be contacted and required to pick participant up immediately. Days of suspension will begin the following program day.

Removal from the Program: Following multiple-day suspensions or serious incidents, a participant may be removed from the program in addition to other youth programs offered throughout the department. Participants whose behavior endangers the safety of themselves or others will be immediately removed from the program.

NOTE: No refunds will be granted for suspension or removal from the program. NO EXCEPTIONS.

Clark County staff reserves the right to suspend or trespass participants and/or parent/guardian when it is determined that their behavior endangers others or self at the site.

SMOKING/TOBACCO POLICY (NAC 432A.350 j)

Clark County Parks and Recreation prohibits smoking or tobacco use in or around any of our facilities.

PRESCHOOL STAFF REQUIREMENTS (NAC 432A.350 I)

ALL staff is trained in First Aid and CPR Certified (renewed every two years)

- Passed an FBI fingerprint background check and pre-employment drug test (renewed every five years)
- Completed courses in Symptoms of Illness and Blood Born Pathogens (within 120 days of employment)
- TB Shot
- 24 credits of early childhood education (renewed every year)
- Nevada Registry Certified
- Mandated Child Abuse/Neglect reporters

EMERGENCY INFORMATION (NAC 432A.350 m)

Emergency Action Plans are available to review upon request. The emergency exit routes are posted in every classroom and in the various locations throughout the facility. Monthly evacuation drills are performed with each class. Staff is routinely updated regarding emergency procedures and evacuations.

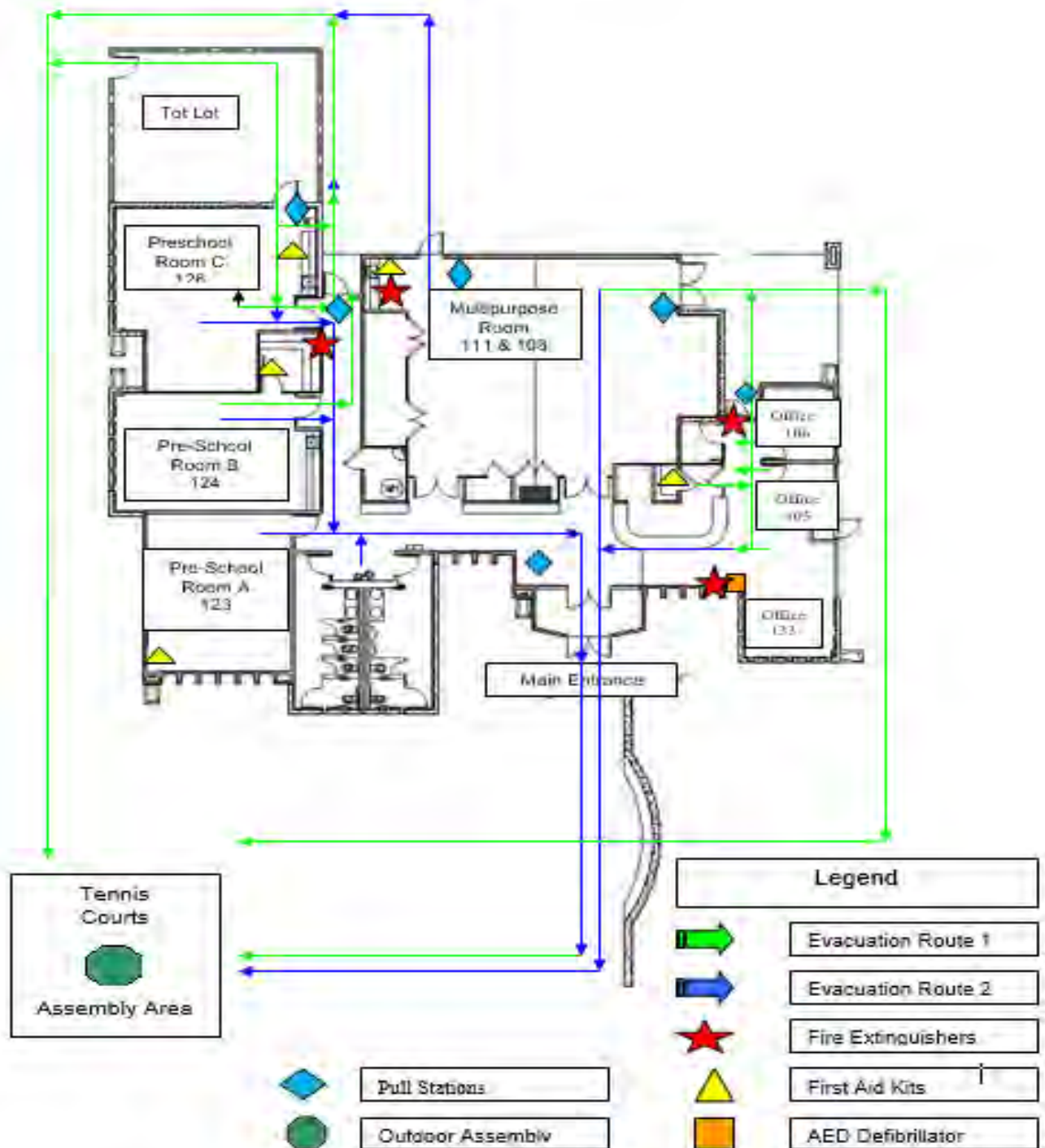
Emergency information is collected using our participant registration form. If a participant requires medical attention, a parent/guardian will be notified. If parent/guardian can not be reached, staff will contact the alternate person(s) listed in the order provided on the registration form. If no contact can be made, the emergency authorization signed by the parent will be used. 911 may be contacted in an emergency, up to staff discretion.

Accident/Incident reports will be filed as necessary when conditions warrant.

Department policy and procedures will be followed in regards to reporting and requests for information.

HELEN MEYER EVACUATION PLAN

Helen Meyer Community Center



EVACUATION SITE (NAC 432A.280)

In the event of a school evacuation, children will be escorted to one of two predetermined evacuation sites. Helen Meyer's evacuation near site is the Paul Meyer Tennis Courts. Helen Meyer's evacuation far site is The Church of Jesus Christ of Latter Day Saints located at 4545 New Forest Dr. 89147.



Preschool
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**Visit our website for info on camps,
events, and other classes!**

[https://www.clarkcountynv.gov/government/departments/
parks__recreation/facilities/Helen_Meyer](https://www.clarkcountynv.gov/government/departments/parks__recreation/facilities/Helen_Meyer)