

## **A NOTE FROM THE SUPERINTENDENT OF RECREATION**

Welcome to the Urbandale Parks and Recreation Good Time Gang Program. If this is your first time participating in one of our programs, welcome! If you have participated before, thank you for joining again! We have a wonderful and experienced staff, and we are confident your child will thoroughly enjoy the upcoming session.

Our goal through Parks and Recreation continues to be to offer the highest quality programs available for your child. We strive to make all our activities safe, fun and a learning experience for everyone involved.

Good Time Gang is a program offered to serve the community's children ages 2 to 5 and their families. The programs provide a safe and nurturing learning environment. The programs emphasize the development of social skills that promote cooperative learning and play. Activities are provided to facilitate growth in large-motor development, creative play, socialization, independence and just having fun!

If you have any questions, concerns or comments regarding the Good Time Gang Program or any of the Parks and Recreation Programs, please do not hesitate to give me a call.

Thank you for participating in Good Time Gang!

Sincerely,

*Mollie Wilhite*

Mollie Wilhite  
Recreation Superintendent  
Urbandale Parks & Recreation  
Phone: 331-6792



## **LOCATION and CONTACT PHONES**

Good Time Gang is located in the Lions Park Shelter House, located at the corner of 72nd Street and Prairie Avenue. The Good Time Gang instructors can be reached by phone during class at 278-3908. If you have any questions, comments or concerns regarding the program, please feel free to speak with the instructors or call the Parks and Recreation office at 278-3963.

## **PARKING**

When dropping off and picking up your child, please use the Shelter House entrance. Parents/Guardians are asked to drop off their children at the program start time and not before. Before class, instructors are busy preparing for class and cannot adequately supervise your child if they arrive early. For your convenience, we will put a wind ornament outside the door of the shelter house to indicate when children can come in for the start of class. If the weather is bad or it is cold outside, you will be able to wait in your car until the flag is put outside the door. When picking up your child, please be prompt and follow the same procedure. You can park in any of the spaces along 72nd Street - *except the Caring Corps parking spaces.*

## **LATE PICK-UP POLICY**

All parents/guardians are expected to pick up children when class ends. Please remember that children often become anxious when they are not picked up on time.

**A late fee charge will be made for any children who are not picked up on time.** The policy indicates that a parent/guardian will be fined \$5 for every 5 minutes being late to pick up their child, up to 15 minutes. After 15 minutes, the charge is \$10 for every additional 5 minutes. The fee will be collected at the time the child is picked up. If the child is picked up late on a second occasion, the late fee is charged, AND the child will not be able to attend the program for a week. If it happens the third time, the late fee is charged and the child will not be able to participate in the program for the rest of the program session. No program refunds will be given if the child is not able to participate due to the enforcement of this policy.

## **ILLNESS**

**Children will not be allowed to attend class when the following symptoms are present:**

- \* a *fever* during the previous 24 hours - axillary or oral temperature of 100 degrees or higher.
- \* a *constant cough* - high pitched or whooping sound and if child is unable to lie comfortably due to continuous cough.
- \* *diarrhea*
- \* *communicable diseases*
  - "pink eye" (conjunctivitis) - the eye is red with some burning and a thick yellow drainage
  - impetigo - shows up as red pimples. Eventually become small cysts or blisters which weep.
  - chicken pox - child may return to class when all the blisters have dried and formed scabs
- \* *vomiting*
- \* *sore throat* - accompanied with fever or swollen glands in neck, or a positive strep test.
- \* *rashes* - that have not been diagnosed by doctor
- \* *bacterial infection* - child may return after they have been on medication for infection for 24 hours.
- \* child looks or acts differently: unusually tired, pale (lacking appetite, confused, irritable).

If your child has a communicable disease, it must be reported to the instructors or the Parks and Recreation office immediately. All parents will be notified of infections or communicable diseases reported to the program by memo or written notice.

## **EMERGENCY PROCEDURES**

For any necessary first aid and emergency procedures that may arise, an accident report will be completed by staff person administering first aid or handling the emergency. In the event of a serious accident needing medical attention staff will:

- Administer the necessary first aid and/or CPR.
- Call 911. Children will be taken to the parent's choice of Emergency Medical Care, if possible.
- Parents will be notified by phone.

In the event of a dental emergency we will notify the parents by phone.

## **SEPARATION**

Adjusting to a new environment and to new people can produce feelings of anxiety for children and their parents. Often times it only takes a few minutes of sadness before a child becomes interested in the activities in the classroom. The following are some suggestions when leaving your child to attend class:

- \* Say your good-byes at the sign-in table. It **does not** help to try to leave without the child noticing. It is better for your child to know you are leaving, where you are going and when you will be back.
- \* **Do not** prolong your leaving. It doesn't help to try get your child to quit crying. Crying often stops within a few minutes.
- \* The staff requests that you do not return to check on your child as this may only prolong the separation and may upset the other children. If your child is extremely upset, we will call you.
- \* Have a positive attitude about attending Good Time Gang and you will discover your child will have a "happy" attitude about going! Don't exhibit to your child that you are sad about them leaving you for class.

## **OUTDOOR ACTIVITIES**

In the Spring, Summer and Fall, the older children will be able to participate in outdoor activities. Staff/child ratio prevents us from providing a staff member to stay indoors with your child. Children should come to class with appropriate clothing (coats, hats, tennis shoes, etc.) for outdoor activities.

## **CHILD DISMISSAL**

Occasionally, a child may experience difficulty in adjusting to. Our program mixes both structured and non-structured activities that are appropriate for the age level. At times a child may need a little more time to develop before they can experience these activities in a positive way. If your child is experiencing difficulty he/she may be asked to perhaps wait and sign up for a later session. All efforts will be made to make certain your child's first Good Time Gang experience is a happy one!

## **BAD WEATHER: **REVISED** POLICY: Please note the following circumstances:**

- 1) If Urbandale schools are closed: All Good Time Gang classes are cancelled.
- 2) If Urbandale schools delayed start: No AM Good Time Gang, but PM Good Time Gang is held.
- 3) Urbandale schools early dismissal: No PM Good Time Gang. Please check with the Parks and Rec office to confirm. No refunds will be given if class is cancelled due to weather.

## **IMPORTANT THINGS TO REMEMBER**

- \* If your child is not toilet trained, please send a bag with diapers, wipes, and a change of clothes. **Please label the bag with your child's name.**
- \* Toilet trained children also need a change of clothing. Please label their backpacks as well.
- \* Potty training children need to wear a pull-up until they are able to tell an instructor they need to use the restroom.
- \* Please, no gum, pacifiers, or toys from home.
- \* PLEASE BE RESPECTFUL OF THE START AND END TIMES OF CLASSES.