

# Parky's Pals Recreation

Parent Info

08-09



Dear Parents & Guardians,

We would like to take this opportunity to welcome you and your child to our "Parky's Pals Recreation Program".

Your Parky's Pals Recreation instructors are Jovanah Candelaria. And Gerald Romo Parkys Pals Recreation is filled with exciting activities and special events. We look forward to celebrating these events as well as the important milestones your children will reach together this year.

Consistent with the Westside Community Center standard, our staff will provide a safe and healthy learning environment that is comfortable and exciting to the children. We will encourage children to learn through play exploration and self-expression, allowing curiosity and problem solving. We support social and emotional development and provide positive guidance. By teaching social skills and self-help skills, we promote high self-esteem and stimulate learning potential.

Westside Community Center encourages parents to involve themselves in their child's education. Open communication is important and essential to your child's success in your program.

Truly yours,  
WSCC Staff

[Contact info.](#)

WSCC (505) 314-0176  
Instructors (505) 314-0252



# Welcome



## Class Supplies

- Waterless hand sanitizer
- 1pk of 50 count package of 6 or 8 oz. Cups
- 1 can of Lysol Antibacterial spray.
- 1 box of wipes
- 1 roll of paper towels
- 1 tube of disinfectant wipes.

## Daily Schedule

Monday – Thursday (No Friday Classes)

Class Time 10:00-12:30

Sign Ins / Playtime-10:00-10:30

Circle Time-10:30-10:40

1st Rotation-10:40-11:20

2nd Rotation-11:20-12:10

Snack time & Sign outs

12:10-12:30

## Payment Schedule

\$36 per 4-week session.

Payment is due on the first of every month. There is a five-day grace period for payments.

1<sup>st</sup> Payment Due before: August 25<sup>th</sup>

2<sup>nd</sup> Payment Due: Sept. 18<sup>th</sup>

3<sup>rd</sup> Payment Due: Oct. 16<sup>th</sup>

4<sup>th</sup> Payment Due: Nov. 13<sup>th</sup>

5<sup>th</sup> Payment Due: Dec. 11<sup>th</sup>

6<sup>th</sup> Payment Due: Jan 29<sup>th</sup>

7<sup>th</sup> Payment Due: Feb 26<sup>th</sup>

8<sup>th</sup> Payment Due: Mar 26<sup>th</sup>

## Late Fees

\$5 for every  
15 minutes.

Payment is due immediately. Parents who are consistently late will need to meet with management.

## Snack

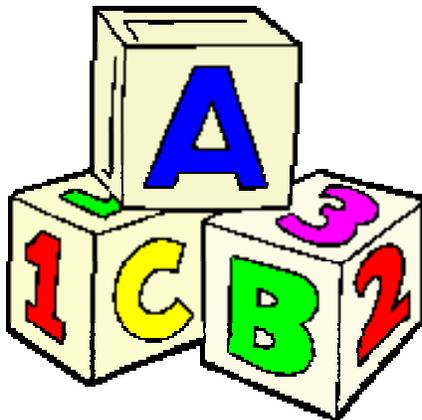
Parents will be responsible for providing you own child snack daily. Labeled lunch boxes welcome. Snack time will be the last 15 minutes of class!

### **Snack Ideas:**

Small sandwiches  
Fruit  
Pizza  
Graham crackers  
Peanut Butter & Jelly  
Popcorn  
Pretzels  
Popsicles  
Animal crackers  
Veggies

**No cookies**

**\*cupcakes are welcome for birthdays**



### *Policies and Procedures*

- Parents must read parent packet & sign acknowledgement card prior to the start of classes.
- All participants must be registered with a completed registration card on file for the '07-'08 program. Please keep all telephone numbers current: Home, work, cell and emergency.
- Notify instructors and document any special needs concerns, or medical needs for your child on the registration card.
- Payment must be made in full prior to beginning of program and each session.
- When applying for a reduced fee the participant will not be able to start until the fee is approved and the payment is made.
- Participants must not be dropped off or left in Parkys room center unless supervision is available. Each child must be walked in to the room.
- Parents must be sure that children do not bring unnecessary belongings that could be lost or broken. Also, be sure that all belongings are clearly labeled or marked with the child's full name. WSCC is not responsible for lost or stolen items.

### *Emergency Procedures*

- All incidents or accidents, severe will be documented and filed at the center and with the Bernalillo County Risk Management Department.
- For minor incidents, the situation is addressed and parents are informed.
- Any fighting or physical attacks to a participant or staff by another participant will be called to the parent's attention; there could be grounds for suspension if the problem continues.

Westside Community Center Parky's Pals Recreation Program will closed on Bernalillo County designated Holidays and during APS program breaks. Classes will be cancelled when APS has a delayed snow schedule.

#### **2008 Bernalillo County Holidays**

New Years Day - Tuesday, January 1  
Martin Luther King, Jr. - Monday, January 21  
Spring Break - Friday, March 21  
Memorial Day - Monday, May 26  
Independence Day - Friday, July 4  
Labor Day - Monday, September 1  
Veterans Day - Tuesday, November 11  
Thanksgiving Day - Thursday, November 27  
Day after Thanksgiving - Friday, November 28  
Christmas Eve - Wednesday, December 24  
Christmas Day - Thursday, December 25

**Westside will be closed on these holidays.**