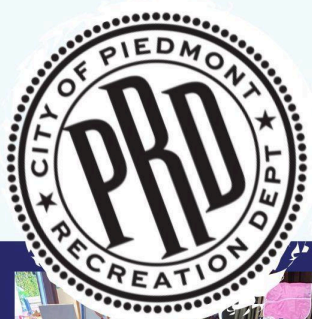


PIEDMONT RECREATION DEPARTMENT

PRESCHOOL PARENT HANDBOOK



Where Little Ones Go
To Do **BIG** Things!



City of Piedmont Recreation Department
Updated September 2023

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Vision & Philosophy

At the Piedmont Recreation Department, we believe in doing what is “Good for Kids!” Our community strives to create and foster a safe and supportive environment which promotes imagination, creativity, self-expression and personal growth.

Our team of educators is committed to providing a warm and safe environment to best support children’s natural curiosity and enthusiasm for learning and are dedicated to the development of a school/home community in which teachers and families learn and grow together. Through PRD’s play-based preschool programs, we offer structure and flexibility to encourage individual exploration and growth where children are able to create relationships that nurture social skills and explore activities based on their developing needs.

Intake, Enrollment & Tuition Information

Families are required to complete the following forms prior to their child’s start date: Parent Handbook Agreement Form, Participant Intake Form, Walking Permission Form, Immunization Record, Medication Consent and Epi-Pen Plan (if applicable). Program Documents and Forms will be emailed to families in late May.

Participant Intake Forms

The Participant Intake Form includes family contact information, authorized pick ups, family disaster plan, and child’s health history. In the event of an emergency, the Piedmont Recreation Department must have current and accurate information, and parents must keep phone numbers, home and email addresses, and authorized contact information up to date and available throughout the school year.

Please scan and email preschool forms back to prdpreschools@piedmont.ca.gov (clear, unobstructed images please), or mail/drop forms to the Piedmont Recreation Department, 358 Hillside Avenue, Piedmont 94611 (there is a locked gray mailbox to the right of PRD’s front door). If forms and/or tuition payment information are **not** received prior to the first day of school, your child may be delayed in starting (excluding Immunization Reports, which can be submitted as pending appointments are completed).

To review/update your child’s emergency information at any point during the year, please contact your child’s preschool teacher to gain access to your child’s Participant Intake Form at the site as needed.

Tuition Payments

A non-refundable first month’s tuition payment is collected at the time of registration and a payment plan will be set up at the beginning of the school year. Remaining tuition installments will be **automatically charged on the 5th of each month via Community Pass.**

PRD staff will charge families using payment information stored on your Community Pass account. Your family will receive a monthly transaction confirmation when payments have been processed, or an invoice if a payment attempt has failed and a balance is due. Please pay outstanding balances promptly to keep your account in good standing. If your family accumulates an extended past due balance, and it is not paid in a timely manner, it may result in participant removal of the program.

Please make sure that you have a stored payment option on your Community Pass account, which is required to attend PRD’s preschool programs. If you have more than one payment option on file, please contact us immediately to confirm your preferred payment option.

Community Pass (CP) Processing Fees: Please note all transactions incur a small processing fee on Community Pass. There are two types and you can choose which option works best for your family:

- Credit Card (Visa, Mastercard, Discover): 3% processing fee per transaction
- eChecking (or eSavings): 1% processing fee per transaction

To update your automatic tuition payment mid-year, please contact PRD Staff at prdpreschools@piedmont.ca.gov.

Program Credits & Refunds

Refunds, credits, or prorated fees will only be considered by PRD staff under certain circumstances, such as extended illness or family situations where the child will be absent for an extended period of time.

Participants will not be credited or refunded for when they are absent due to early pickups, play dates, or other scheduling conflicts.

If program dates are canceled due to PRD instructor illness, inclement weather, etc. and a substitution or reschedule is not an option, a credit will be issued to your Community Pass account to use towards payment of your next month's tuition.

Walking Permission Form

On occasion, PRD preschool programs may take "walking field trips" to various local places, including to Piedmont Park, Piedmont Fire, Piedmont Police, the Piedmont Recreation Department, etc. Staff will post a sign on the door stating their location and will notify the Recreation Department office in the event you need to pick up your child early from school.

Preschool Drop Off & Pick Up

School Arrival*

It is important that your child arrives to school at their designated time. If you are going to be late, please contact your child's teacher directly or call the PRD Main Office at (510) 420-3070. Regarding school absences, please notify your child's teacher prior to your normally scheduled arrival time.

Staff will welcome and escort children into the classroom (parents may not enter the classroom, only current participants). Upon arrival, children will be required to wash their hands with soap and water.

Participants may be screened for fever or cough daily before entering the classroom and staff will take each child's temperature using a no-touch thermometer. For the safety of all children, any children exhibiting illness symptoms (i.e. a fever exceeding 100.4°F/38°C) will be asked to return home (see [Stay at Home Policy](#) for details).

School Dismissal*

- Staff will escort children to their designated pick-up area and sign them out each day, parents may not enter the classroom.
- As much as possible, the same person should drop-off and pick-up your child each day

We realize that emergencies and unusual circumstances may occasionally occur that result in your inability to arrive at your child's program by dismissal time. If you have an emergency or delay, contact your teacher directly or the PRD Main Office at (510) 420-3070 (see [Program Contact Information](#) and [Parking](#) sections).

**Arrival/Dismissal procedures subject to change*

Late Pick Up Fee

If a family repeatedly picks up their child late, a *Late Pick-Up* warning will be issued, in writing. If late pick ups continue to occur after the written warning has been issued, families will be charged \$2.00/per minute for additional late pick-ups.

Program Withdrawals

If a family decides to withdraw their child from a preschool program, **they must submit a 30-day advance written notice. Please submit your preschool withdrawal request via email or mail, at prdpreschools@piedmont.ca.gov.**

All requests must be made directly to the Piedmont Recreation Department, communications to teachers, though helpful, are not accepted as a withdrawal confirmation. Upon receipt of written notice, PRD staff will contact your family to discuss your child's withdrawal date and final fees, to be adjusted from your school year payment plan. Families are responsible for the 30 days of additional tuition prior to departure, and a confirmation will be emailed detailing withdrawal dates and fees.

Holidays and Non-School Days

The following are a list of dates that preschool programs will **not** be in session:

Labor Day	Monday, September 4
PRD Staff Development Days	Monday, October 9
November Break	Monday–Friday, November 20–24
Winter Break	Friday, Monday–Friday, December 15–January 5
MLK Jr. Day	Monday, January 15
February Break	Monday–Friday, February 19–23
PRD Staff Development Day	Monday, March 12
April Break	Monday–Friday, April 8–12

Health & Wellness Policies

We are committed to facilitating and ensuring the safety and well-being of all students and staff. In order to keep participants as healthy as possible, we ask families to review and adhere to PRD's Stay at Home Policy. Illnesses and diagnoses can include, but are not limited to, Common Cold, Flu, a COVID-19 Positive Test Result, Hand Foot & Mouth, Respiratory Syncytial Virus (RSV), Head Lice, Conjunctivitis (Pink Eye), etc.

We have included a helpful guide, via UCSF's website, as a resource to learn more about common shared illnesses: <https://cchp.ucsf.edu/resources/illness-sheets> (updated September 2023).

Stay at Home Policy

We pride ourselves on being a close knit community. As such, child and family participation can overlap across programs, and exposure and transmission of communicable diseases can occur quickly.

Communication and common sense are the best tools in keeping programs healthy, safe, and apprised of health status changes. Keep your child at home in instances of sickness, if they have been diagnosed with any of the above illnesses, or develop any of the symptoms below. Please notify your child's preschool director immediately via email (see [Program Contact Information](#)) and prdpreschools@piedmont.ca.gov so that we can notify staff and families within the program (if necessary) to ensure the health and safety of everyone.

To minimize the spread of shared illnesses, please be mindful and observe the following recommendations and precautions listed below. Known symptoms include:

- Fever (100.4°F/38°C) or Chills
- Cough
- Sore throat
- Shortness of breath or difficulty breathing
- Fatigue or Muscle/Body Aches
- Severe Headache
- Congestion, Continual Sneezing or Runny Nose: Cloudy or Colored Mucus
- Nausea or Vomiting
- Diarrhea
- Rash that has not been diagnosed as non-contagious
- Head Lice (PRD has a "No Nit" policy)
- Pink eye symptoms: Inflammation of lids and whites of eyes, thick discharge, blurred vision, pain and sensitivity to light

Similar to Health Screenings utilized during COVID (see below), families should ask themselves the similar questions regarding illness prior to sending their child to school:

EXPOSURE CHECK

Within the last 10 days, has your child been diagnosed with COVID-19 or had a test confirming they have the virus?

- No
- Yes

Does your child live in the same household or have they had close contact with someone who, within the last 10 days, has been diagnosed for COVID-19 or had a test confirming they have the virus?

- No
- Yes

SYMPTOM CHECK

Symptoms need to be new or different symptoms than usual and not explained by a pre-existing diagnosis.

- Fever (100.4°F/38°C) or Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle/Body aches
- Severe Headache
- New loss of taste or smell
- Children report food "tastes bad" or "tastes funny"
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Seems sick or like they are starting to get sick

In the LAST 24 HOURS, has your child had any of the above symptoms of illness?

- No
- Yes

Illness on Arrival: Children who arrive sick will be sent home immediately. If a child has been dropped off, and it has been determined that a child is not well enough to stay, a parent/guardian will be immediately called to pick up.

Illness While at School: Program teachers will notify a supervisor if a child is showing symptoms of being sick while at school. For the safety of all program participants, PRD Staff is at the discretion of determining next steps, even if a medical clearance has been given for your child. An adult listed on the Participant Intake Form may be contacted and asked to pick up their child. Parents/Guardians must be prepared to pick up as soon as possible should they receive a notification that their child is showing signs of illness. Children will be made as comfortable as possible as they await pick up.

A doctor's note and negative COVID test may be required to be readmitted into any PRD program.

If your child has any pre-existing conditions (Asthma, Allergies, Rash, Eczema, Poison Oak, etc.), please send a doctor's note, via email at prdpreschools@piedmont.ca.gov, prior to the start of the school year.

Medication Forms, Medical Alerts & Allergies

It is important to advise PRD and your child's teachers of any known allergies or dietary restrictions before the school year begins. This will help with identifying and organizing safety protocols, as well as planning for cooking projects and other food related activities throughout the school year. Thank you in advance for your cooperation.

If your child requires **prescribed medication**, we require a written statement from the child's physician detailing the method, dosage and time schedules by which such medication is to be administered, **AND** a written statement from a parent/guardian of the child authorizing staff to follow the doctor's instructions. All medication must be in original packaging with labeled instructions from the prescribing doctor. When possible, please give at least one week's notice to arrange for this service.

In addition to medications, if your child has any **medical alerts or allergies**, please include this information on your Participant Intake Form **AND** notify your Preschool Director prior to your child's first day of attendance.

For those applicable, please download and complete the following parent authorization forms, and email submissions to Recreation Supervisor, [Katrina Morris](#).

[Medication Consent Form](#)

[Epi-Pen Plan & Authorization Form](#)

Immunization Policy

To attend Piedmont Recreation Department Programs, children must have current immunizations, as required by California State Law. Parents/Guardians must present their child's Immunization Record as proof of immunization prior to the program start. This information is included on your child's Physician's Report/Card (ask your health provider for details), or you can complete the State of California's Licensing Form (sent via PRD Staff) and submit with your enrollment paperwork (not required to complete both).

We may admit a child who is lacking one or more required vaccine doses if the dose(s) is not currently due, on the condition that they will receive the remaining dose(s) when due, according to the schedule below. PRD Staff will review records to make sure this occurs. If the maximum time interval between doses has passed, the child may not be admitted until the next immunization is obtained.

The following are required immunizations as per [California State Law](#):

Doses required by age when admitted and at each age checkpoint after entry¹:

Age When Admitted	Total Number of Doses Required of Each Immunization ^{2,3}			
2 through 3 months	1 Polio	1 DTaP	1 Hep B	1 Hib
4 through 5 months	2 Polio	2 DTaP	2 Hep B	2 Hib
6 through 14 months	2 Polio	3 DTaP	2 Hep B	2 Hib
15 through 17 months	3 Polio	3 DTaP	2 Hep B	1 Varicella
	On or after the 1st birthday:		1 Hib ⁴	1 MMR
18 months through 5 years	3 Polio	4 DTaP	3 Hep B	1 Varicella
	On or after the 1st birthday:		1 Hib ⁴	1 MMR

(DTaP = [diphtheria toxoid](#), [tetanus toxoid](#), and acellular [pertussis](#) vaccine; Hib = [Haemophilus influenzae, type B](#) vaccine; Hep B = [hepatitis B](#) vaccine; MMR = [measles](#), [mumps](#), and [rubella](#) vaccine; Varicella = [chickenpox](#) vaccine)

- Receipt of the dose up to (and including) 4 days or fewer before the child's birthday will satisfy the child care entry immunization requirement.
- If a child has had chickenpox disease, and is indicated on the Immunization Record by the child's physician, they meet the requirement.
- Required only for children who have not reached the age of 4 years 6 months.

*In accordance with 17 CCR sections 6050-6051 and Health and Safety Code sections 120370-120372

Accommodations & Services

In compliance with law, the City of Piedmont will not discriminate against qualified individuals with disabilities in its services, programs, or actions. PRD will only make reasonable accommodations for children with disabilities. Reasonable accommodations will be considered depending on the needs of the child as well as our staff training and ratios. However, accommodations that would fundamentally alter the nature of or create an undue financial burden on the program, such as one-on-one care, cannot be made. Parents must provide all pertinent information regarding the child's special needs and complete a written medical/physical care plan to assist the staff in the care of the child.

If your child has a special need that may impact their success at preschool, please notify Recreation Supervisor, [Katrina Morris](#), prior to attending so that we can create an action plan to ensure their success. **Families are strongly encouraged to give 72 hours notice so that appropriate determinations of accommodations can be considered.** PRD is legally required to conduct a personal interview with the parent in part to assess whether we can meet the child's needs. Evaluation of qualifications will be undertaken on a case-by-case basis.

Input from the parents and the Preschool Director, with whom the child will be placed, will be taken into consideration. Initial enrollment decisions will be based on reasonable judgment concerning the likelihood that the child's participation in a group child care setting can provide adequate educational, physical, and social adjustment, given the nature and extent of the disability. Initial enrollment may be provisional for a period to be stated by the Preschool Director, and/or Recreation Supervisor, at the time of enrollment. Continued enrollment may be reconsidered at any time, for any child, based on the listed factors above.

Accidents/Injuries

If a participant experiences a mild to serious accident or injury, staff will call the contact numbers listed on your Participant Intake Form.

- If a child sustains an injury needing attention beyond standard first aid, staff will phone the local emergency number/911 for assistance. The parent/guardian will be contacted. If the parent/guardian cannot be immediately contacted, staff will make every attempt to contact a person on the emergency contact list.
- When 911 is called, an ambulance may be dispatched.
- Only authorization by a parent/guardian can cancel an ambulance.
- The determination for transportation may be left up to emergency personnel depending on the seriousness of the injury and the availability of the parent/guardian.
- If your child is transported to a local hospital facility, a staff member will remain with the child until a parent/guardian arrives.
- The City does not pay the cost of ambulance service, but most family health plans do cover ambulance service.
- The City does not provide accident insurance for childcare children.
- The cost of treating accidents must be assumed by the parent/guardian and/or their health plan.

Emergency Procedures

In case of a serious accident or emergency, your Preschool Director will contact you through your child's Participant Intake Form. Should the parents not be reached, the child will be taken by ambulance, if needed, to the hospital for immediate attention. Continued efforts will be made to reach parents and emergency contacts.

Smoke Days & Inclement Weather*

For the safety of kids and staff, programming may be postponed/canceled due to poor air quality or inclement weather. AQI can change quickly throughout the day and decisions may need to be made right before the start of a program or during a program. Advance notification may not be possible. Program cancellations will be the discretion of PRD staff, or their designated representative, at the program site.

Air Quality Monitoring Site

PRD uses the [AirNow](#) website (which references [Bay Area Air Quality Management District's](#) Laney College Monitor), to determine current PM2.5 levels. AirNow's [Fire and Smoke Map](#) was jointly made by the EPA and the US Forest Service and provides consolidated air quality from several sources in one place. To access your area, click on the colored dot icon on the left side of the map to see specific monitors in our area.

PRD also has a Purple Air sensor, located at 358 Hillside Avenue (PRD).

AQI Thresholds and Notifications

If AQI exceeds 100 PM2.5 (101–150 pm2.5 range is unhealthy for sensitive groups), programming will be modified and moved to their indoor location.

If AQI reaches or exceeds 125 PM2.5, programs will be cancelled.

AQI Program Cancellations & Credits

If programs are canceled due to inclement weather, a credit will be issued to your Community Pass account to use towards payment of the next month's tuition.

**subject to change*

Participant Behavior Expectations

A main goal of our program is for each child to have a quality and enjoyable experience at preschool. It is important to understand that children come to PRD's preschool programs from a variety of backgrounds and parenting styles, and within each age group, there is a wide range of physical, cognitive, emotional and social development.

In order for the entire group to successfully function together, a contributing factor is an individual child's participation, who must be able to follow certain behavioral guidelines and general rules. Children in preschool are just beginning to learn and refine these skills and at times, there may be conflict in the classroom, either between children, or possibly between the teacher and child. These are "teachable moments", staff will guide children towards learning how to express themselves and communicate their needs, desires, and wishes towards others.

The role of staff in the classrooms is one of providing guidance. Teachers will encourage the development of skills by including: use of appropriate "inside voices", respect for one another, taking turns, and sharing. This is a process which includes modeling appropriate behavior, positive reinforcement, and redirection. If the behavior deems it necessary, the process may include removal of the child from the classroom or being sent home for the day. When a child is demonstrating inappropriate behavior, or is involved in a conflict with another child, staff will document this behavior in an Incident/Injury Form.

Should an incident occur, the parents of all children involved will be asked to acknowledge their child's behavior by signing the Incident/Injury Form. If the severity or frequency of the behavior is deemed detrimental to others, or to the staff's ability to implement the program, a conference may be scheduled with the Recreation Supervisor.

Participant Dismissal Policy

It is our goal to work in partnership with parents to address areas of concern regarding your child. Parents will be informed of any challenges or concerns as they arise. Staff will work with parents to determine a plan of action towards a resolution. If the problem continues, a conference will be scheduled with the Recreation Supervisor to discuss all possible options, one of which may include dismissal from the program.

Your child may be dismissed from the program if:

- Staff determines that the preschool experience is too stressful for your child.
- Staff determines that your child's physical behavior is putting the other children at risk of physical harm.
- Discipline or behavior challenges are requiring excessive staff time or added staff is necessary for one-to-one attention for more than two continuous weeks.
- Your child has frequent bathroom accidents over an extended period of time (where toilet-training is required).
- Continued tardiness in picking up your child.
- Failure to comply with Health and Wellness Policies
- Failure to complete and return required preschool paperwork.
- Outstanding Tuition Balances: Non-payment of tuition and late fees.
- Inappropriate or unauthorized use of another participant's personal information.

Program Communications

Communications from School

Classroom messages and other notices will be sent electronically to the email address listed on your Community Pass account and Participant Intake Form. Please make sure this information is up to date.

While your child is at school, please make your phone line accessible, in the event of unplanned alerts and/or illnesses.

Communications from Parents

A class roster is available in your child's classroom throughout the school year, please check in with your class teacher to make sure this information is accurate and/or updated. If your family prefers **NOT** to post (or have limited) personal information on these forms, please contact the Recreation Department at prdpreschools@piedmont.ca.gov. If an event occurs at home which may potentially influence your child's well-being at school, please inform your child's teachers. If your child will be absent, please notify your child's classroom (see [Program Contact Information](#)).

Cubbies & Personal Belongings: What to Bring

Cubbies

Your child's cubby is a space where they may keep their belongings. We will encourage your child to be responsible for caring for their personal belongings.

Personal Belongings

Please be sure that **EVERYTHING IS CLEARLY LABELED** with your child's full name. This will be very helpful for everyone! Beginning the first day, and each day after, please send your child with a backpack containing:

- Nut-Free Lunch, Snack & FULL Water Bottle
- Sunscreen and Sun Gear (please apply before school and pack extra): For scheduled outdoor activities (recommended)
- Additional Set of Clothing: Including underwear, shoes, and socks (to be stored in classroom cubbies, please pack in a labeled gallon size plastic Ziploc, or comparable, bag).
- Any Medical Items (such as epi-pen) that your child may need

Please do not bring toy or specialty items (that cannot be replaced) from home to school.

Clothing: Dress in Layers!

Please send your child in comfortable, weather appropriate clothing that can get wet and/or dirty during art projects and mud or water play. As Bay Area weather can be unpredictable, we advise dressing your child in layers. We also recommend closed toe shoes that children can easily take on and off by themselves (i.e. Crocs, Velcro, Native, etc.).

Lunch/Snack (Labeled)

Children will have an opportunity to eat during their stay at preschool. Our bodies function best with healthy food and drinks; please pack only these types of food for your child.

Tiddlywinks: Snack & Light Lunch

Hillside Playschool, Skipping Stones & Pre-K: Snack & Lunch

We reinforce positive eating habits and encourage our children to learn about the importance of nutritional foods. Please pack foods your child enjoys eating and water in a sippy cup, water bottle or other familiar container.

Please do not send foods that need to be heated or prepared. Foods with high sugar content (such as candy and gum) are discouraged. Any left-over food will be packed and returned home each day.

Throughout the preschool years, children are developing more independence. One area where we notice children are very determined to do things on their own is at snack/lunch time when opening their own food. To minimize the frustration children may feel when opening items, here are some helpful tips to observe when packing food:

- Cut clits across snack bars and snacks.
- Start the first peel in fruit.
- Put food in containers and lunch bags that children can easily maneuver.

Suggestions for Snack/Lunch (nut-free please):

- Half sandwich
- Sliced fruit and/or fresh veggies
- Cheese and/or crackers
- Yogurt with spoon
- Beverages (water is strongly encouraged in a non-disposable bottle)

Lost & Found

We ask that you label all your child's belongings (FULL first and last name) so that we can do our best to return lost items to the right participant or guardian. Staff will try their best to reunite found items with families, but we cannot guarantee the return of any lost items. Staff will remind children to collect their belongings and do their best to sweep the areas and identify/return missing items. After a period of time, and found items not returned to participants by the end of the session will be donated.

Toilet-Training Requirements

Tiddlywinks Caterpillars & Butterflies: Participants enrolled do NOT need to be toilet-trained. Families are asked to provide a sleeve of diapers and two packs of unscented wipes at the start of the school year and again in January.

Hillside Playschool, Skipping Stones, & Pre-K: Participants **MUST** be toilet-trained (no pull-ups) prior to child's first day of attendance. If your child is newly toilet-trained, multiple spare changes of clothes may be necessary. Children who repeatedly have accidents over an extended period of time may be asked to stay home from the program until fully toilet-trained.

Birthdays

If you would like to celebrate your child's birthday at school, we ask that you contact your child's program director the week before so that they can assist in the planning celebration. If agreed upon by the program director, please bring an individually wrapped treat (i.e. popsicles) for your child to share with their classmates. If you are having a party outside of our class celebration, and are not intending to invite all of your child's preschool classmates, please email invitations directly to the home.

Transitions & Saying Goodbye

Sometimes children (and adults!) have difficulty with goodbyes. Before school begins, please talk to your child(ren) and let them know that you will be saying your goodbyes at the preschool door.

Separation anxiety, including tears, is not uncommon for little ones, and teachers will handle each situation on an individual basis. Your child's feelings are valid, and it is appropriate to cry at times. Those tears help children release the anxiety and frustration of having to watch you go without them. We understand it can be very hard at times for you and your child to say goodbye. Tears and clinging may not make leaving easy. Linger too long may put doubt in your child's mind about what is supposed to happen next.

When it's time to say goodbye, assure your child that you will be back, assure them they will be OK, assure them it's OK to feel what they're feeling, and then say goodbye and leave. As a general rule, always tell your child you will return. **Positive goodbyes are best** and we will look forward to seeing you later at pick up time.

Any information you can share with us, in advance, about your child is much appreciated.

Parking Notes

Parking during preschool drop-offs and pick-ups can be a challenge as there are multiple classrooms arriving and/or departing at the same time, and this year's added construction in the City even more so. While it is recommended to leave for your child's preschool site early, please do not enter the classroom **before** class begins, as staff are busy preparing for the day's activities. We thank you in advance for this consideration.

The following are parking recommendations, based on your child's classroom location:

801 Magnolia East Wing: Hillside Playschool (801 Magnolia Avenue)

To manage parking expectations, and with the start of the Piedmont Community Pool construction, parking will be challenging throughout the school year. We recommend arriving a few minutes early to secure a spot in the neighborhood and waiting in your car until class begins.

At Drop Off: Parking is *extremely* limited. During pool construction, **the Bonita Avenue block between Magnolia and Vista Avenues is considered to be a pass-through road only, and parking/stopping is strictly prohibited.** Additionally, City of Piedmont employee spaces, as well as the two designated spaces at 801 Magnolia, are not available for use. Spaces around the block (or closer to the park) may be available.

At Pick Up: A few additional spaces, labeled Permit A (priority for these parking spots ends at 11:00 am), may be available during this time.

Piedmont Community Hall Lower Level: Tiddlywinks & Pre-K (711 Highland Avenue)

There are several parking spots designated in the Community Hall parking lot for preschool drop off and pick up. We recommend that you arrive a few minutes early to park and walk down to the lower level. For the safety of the children and other pedestrians, **cars are not permitted to drive down the driveway and/or park on the circular patio at Community Hall.**

Wildwood Elementary Schoolmates Portable: Skipping Stones (301 Wildwood Avenue)

As this preschool program is housed at an elementary school site, parking may be limited during drop off/pick up. Please allow a few additional minutes to secure parking and walk to the Wildwood gate (located next to the upper play structure) to meet program instructors. Teachers will greet families and escort children to their program daily. During pick up, teachers will also meet families at the Wildwood gate.

PRD Preschool Contact Information

Program	Director	Location	Site Phone	Program Email
Tiddlywinks: Caterpillars Tuesday–Thursday 8:45–11:45 am	Alise Lanaux	711 Highland Avenue, Lower Level	(510) 597-0476	tiddlywinks@piedmont.ca.gov
Tiddlywinks: Butterflies 1st Semester: Mon/Tues/Thurs 2nd Semester: Monday–Thursday 9:00 am–12:00 pm	Alise Lanaux	711 Highland Avenue, Lower Level	(510) 597-0476	tiddlywinks@piedmont.ca.gov
Skipping Stones Monday–Thursday 9:00 am–1:00 pm	Fallon Spencer	301 Wildwood Avenue, Schoolmates Portable	(510) 420-3076	skippingstones@piedmont.ca.gov
Hillside Playschool Monday–Thursday 9:00 am–1:00 pm	Kara Grover	801 Magnolia Avenue, East Wing	(510) 420-3070	hillsideps@piedmont.ca.gov
Pre-K Monday–Thursday 9:00 am–1:00 pm	Lisa Bunn	711 Highland Avenue, Lower Level	(510) 597-0476	prdprek@piedmont.ca.gov
Recreation Supervisor: Katrina Morris			(510) 420-3072	kmorris@piedmont.ca.gov
Preschool Department Email: General Inquiries, Absence Reporting, Enrollment, Withdrawals, etc.				prdpreschools@piedmont.ca.gov

We know that choosing a preschool program can be a difficult decision and we appreciate your trust in our programs and staff. We look forward to partnering with your family to make a safe and fun learning experience for your child.

Parents are always encouraged to ask questions and communicate with their child's teachers. Feel free to contact your Program Director with any preschool related questions anytime!