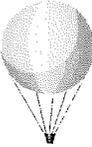
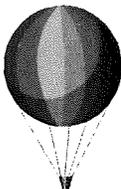
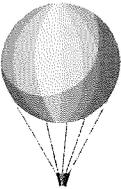
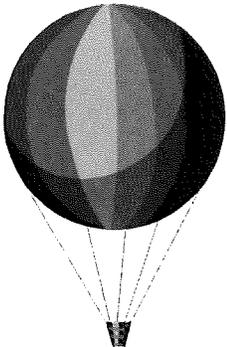


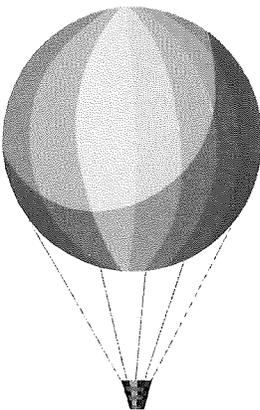
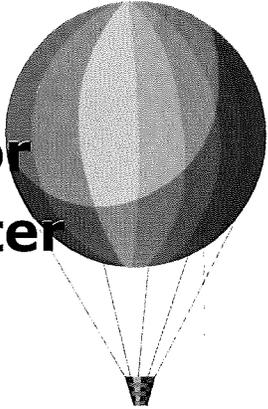
**Preschool Recreational  
Education Program  
(P.R.E.P.)**



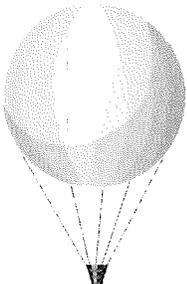
**Parent  
Information  
3, 4 and 5 Year Olds**



**P.R.E.P. Classrooms  
are located on the Second Floor  
Rotterdam Senior Citizen's Center  
2639 Hamburg Street  
Rotterdam, NY 12303  
(518)356-1561**



**2016**





**TOWN OF ROTTERDAM  
SENIOR CITIZEN CENTER  
Department of Parks & Recreation**

May, 2016

Dear Parents/Guardians:

Welcome to our Preschool Recreational Education Program (P.R.E.P.)! I am very pleased to announce that Jenna Egan will be our P.R.E.P. Director. Jenna has over four years of experience working with preschool summer camp programs. Jenna has received her degree in Speech/Hearing Science and her expertise will be an ideal addition to our program.

The Recreation Specialists will be following a schedule that will include the following: free play, whole group activity, outdoor play, circle time, bathroom time, snack time and story time. The topics of learning that we will be spending the most time on will be: the alphabet, colors, numbers, shapes and sorting. We will also be teaching lessons on reading, science, math and art. During the circle time the children will discuss the weather and the specific theme of that day/week. We will be tie-dying T-shirts and ask that you provide a **clean** white T-shirt with your child's name on the collar or tag.

The registration fee is utilized for snacks, arts and crafts. We feel that this is actually cost effective for the parents and it will insure that we have a "nut free" environment for the children.

If you have any questions, suggestions, or ideas please feel free to call me at 356-1561 between 8:30 AM and 12:30 PM. I hope that you and your child enjoy the program and thank you for being a part of the Preschool Recreational Education Program (P.R.E.P.).

Sincerely,

Mollie A. Collins, Project Coordinator  
Recreation and Senior Programs



## PRE-SCHOOL RECREATIONAL EDUCATION PROGRAM (P.R.E.P.)

**For Children 3, 4 & 5 year olds  
Rotterdam Residents Only**

- ➔ To attend the Pre-School Recreational Education Program (P.R.E.P.) children **must be 3, 4 or 5** years of age by **July 1, 2016**.
- ➔ This program provides residents of Rotterdam a pre-school summer program that introduces the child to a structured medium for socialization and learning for 2 ¾ hours per day, five days per week for a six week session.
- ➔ The program is under the direct supervision of a teacher and also staffed by Recreation Specialists who have attended college or are now attending college with an emphasis on education. The Rotterdam Parks and Recreation Department will also provide supervision.
- ➔ **P.R.E.P.** is held at the *Rotterdam Senior Citizens Center*, second floor.
- ➔ All children **must be completely potty trained** to participate in this program. **(Pull-ups not allowed.)**

**Six-Week Session (Monday through Friday) July 5 – August 12, 2016**

**\*There will be no PREP on Monday, July 4, 2016**

3 year olds	9:00 AM – 11:45 AM
4 year olds	9:00 AM – 11:45 AM
5 year olds	9:00 AM – 11:45 AM

**Registration:** *Rotterdam Senior Citizens Center, 2639 Hamburg Street*  
**Thursday, May 12, 2016** **5:00 to 7:00 PM**  
**Friday, May 13, 2016** **5:00 to 8:00 PM**

- ➔ **Proof of the child's age and Town residency are required at time of registration.**

## P.R.E.P. Summer 2016 Parents Check List

- All children who attend P.R.E.P. **must be completely potty trained** – no pull ups.
- Be sure to complete the P.R.E.P. Medical form.
- Be sure to complete the **pick up form**. (Please include all possible names of individuals that may pick up your child). We **will not allow** your child to go with anyone that is not on this form due to safety concerns.
- **Both forms must be returned no later than June 17, 2016**
- Please make sure that you administer **all medication prior to class**. Our staff is not allowed to do so.
- We ask that you **drop off and pick up** your child at his/her classroom each day.
- **Sign in and sign out** your child **each day**.
- Children **can not** be dropped off **prior to 8:50 AM** as the P.R.E.P. staff needs time to prepare for daily activities.
- Please **pick up** your child at **11:45 AM**.
- Please provide P.R.E.P. with the following for your child:
  - a **clean white T-shirt** with his/her name on the collar or tag for a class project.
  - a **labeled smock or oversized shirt** for art activities.
  - a **labeled bag with extra clothes** in case of an accident (i.e. shirt, shorts, underwear, socks). **This bag should stay at P.R.E.P. throughout the whole six week session.**
  - a **recent picture of your child** to be hung on the classroom bulletin board. These pictures will be returned at the end of the session.
- Sneakers are not mandatory but are more suitable for some of the large motor activities that we will be doing. Include an extra pair of sneakers because the children will be on the playground daily, weather permitting.
- If your child is sensitive to the sun, please apply sunscreen prior to arrival. If necessary, staff will be happy to help children reapply.
- When dropping off your child, he/she may cry or not want to leave with you. This behavior is normal. Please leave your child with the classroom Recreation Specialist; if the behavior persists we will contact you, however it usually stops right away.
- Your child will have a mailbox outside of the classroom, please check it daily.





**Town of Rotterdam  
Preschool Recreational Education Program (P.R.E.P.)**

**Summer 2016**

Dear Parents/Guardians:

Please indicate below who is authorized to pick up your child/children. This is required per the P.R.E.P. operational guidelines and procedures. Your child is to be picked up daily at his/her classroom. There will be a sign out sheet that must be signed in order for P.R.E.P. to have a record of who picked up your child in case a situation arises.

Sincerely,

P.R.E.P. Staff

\_\_\_\_\_ is/are authorized to  
pick up my child.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**This form must be returned no later than June 17, 2016 to:**

**Rotterdam Recreation Department  
2639 Hamburg Street  
Rotterdam, NY 12303**



**Town of Rotterdam  
Preschool Recreational Education Program (P.R.E.P.)  
Summer 2016**

Child's Name \_\_\_\_\_

Parent's/Guardian's Names: \_\_\_\_\_

Child's Birth Date: \_\_\_\_\_ Male or Female (Circle one)

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

In case of an emergency the person and number to call:

Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Pertinent medical information (**food or medicine allergies, medication reactions, etc.**)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other information that may help our instructors to get to know more about your child (only sibling, trouble listening, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This form must be returned no later than June 17, 2016 to:**

**Rotterdam Recreation Department  
2639 Hamburg Street  
Rotterdam, NY 12303**



*Town of Rotterdam*

**P.R.E.P.**

May, 2016

Dear Parents/Guardians:

We would like to take pictures during the course of the summer program, but we need your permission in order to do so. Please circle your choice below and be sure to write in your child's name so we can add it to his/her file.

Thank you,

P.R.E.P. Staff

My Child \_\_\_\_\_ **can or cannot** have his/her picture taken.  
(Please Circle)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date