

The Play & Learn Program

Jefferson County Parks & Recreation

Handbook 2026-2027



Our program is designed for children 3-5 years of age and is based on a commitment to following developmentally appropriate practices and incorporating play-based learning, offering children an educationally sound and happy experience where they can learn about themselves and the world around them.

✓
Variety of meaningful and interesting experiences

✓
Develop your child's cognitive, social, and physical skills

✓
Have fun learning through play!



**304-728-3207 ~ info@jcprc.org
jeffersoncountywv.myrec.com**

**235 Sam Michaels Lane
Shenandoah Junction, WV 25442**

Play & Learn Classes

Dates: September 8, 2026 - May 20, 2026

Children must meet the minimum age by September 1, 2026

Monday/Wednesday/Friday

8:30 AM - 11:30 AM

or

12:30 PM - 3:30 PM

Tuesday/Thursday

8:30 AM - 11:30 AM

or

12:30 PM - 3:30 PM

**Families may choose to enroll in both MWF & Tu/Th if desired.*

**Optional Lunch Bunch 11:30 AM - 12:30 PM*



One Time Non-Refundable Registration Fee: \$50.00

One Time Non-Refundable Supply Fee: \$75.00

Tuesday/Thursday Monthly Tuition \$200.00

Tuesday/Thursday Lunch Bunch \$67.00

Monday/Wednesday/Friday Monthly Tuition \$270.00

Monday/Wednesday/Friday Lunch Bunch \$100.00

**Add \$5.00/month for non-resident*

**Monthly tuition fee is per program (morning OR afternoon)*

Non-fundable registration and supply fees must be paid to complete enrollment and hold your child's spot.

Two payment options are available:

- Pay 2025-2026 tuition in full (10% discount if paid in full at time of registration).
- Monthly automatic recurring payments August - April.

There is a \$20 fee for late/missed payment and risk of the child being dismissed from the program.

The refund and withdrawal policy, along with necessary forms, can be found on our website at jeffersoncountywv.myrec.com

*No refunds or make ups will be issued for missed or cancelled class days or holiday breaks. **Holiday schedule is subject to change.***

Holidays & Weather

Weather closures and delays will be communicated as needed.

Holidays are as follows:

- October 12 - Columbus / Indigenous Peoples' Day
- November 11 - Veterans Day
- November 23 - 26 - Fall Break
- December 21 - 30 - Winter Break
- January 18 - Martin Luther King Day
- February 15 - Presidents Day
- March 29 - April 1 - Spring Break



Holiday celebrations and special activities will be communicated to you by your teacher.

For information about birthdays, please speak with your teacher.

Classes will hold a celebration in late May, your teacher will communicate details with you closer to that time.



Expectations & Behavior

- Please drop off and pick up your child promptly at the scheduled start and end times.
- Late pick-up may result in a \$15.00 late for the first 15 minutes, followed by \$1.00 per minute. Repeated late pick-up may result in dismissal from the program.
- Please walk children to and from the door of their classroom.
 - Do not leave children, including siblings alone or unattended at any time.
- Please check your child's backpack and your email daily.
- Please dress your child in comfortable play clothes and sneakers that can get messy and are weather appropriate, layers are great!
- Please send your child with a backpack large enough for a standard size folder and include:
 - An extra set of clothes
 - Refillable water bottle
 - Snack
- Please do not send toys, electronics, money or other items from home.
- Behavior expectations are listed as part of the discipline policy available in the document and at jeffersoncountywv.myrec.com

Discipline

Purpose

- To guide children during camps and programs to develop a healthy behavior pattern that contributes to their overall well-being. Following these guidelines may help facilitate a successful camp or program.
- Program staff in the care or custody of children during camps or programs are responsible for following this SOP.
 - Expectations for participants to follow during camps and programs:
 - Listen to and respect staff
 - Respect other participants, treat others as you would want to be treated
 - Respect facility property and program supplies/equipment
 - Keep hands, feet and other objects to yourself
 - Participate in activities
 - Use an inside voice when inside
 - Clean up after yourself
 - Be positive and have fun!
- Staff should use the following steps when participants are not able to follow the above expectations:
 - Redirection
 - Verbal Warning
 - Time out away from the group
 - Behavior/Incident report send home (must inform parents each time a report is made, child behavior may be documented as few as once and not more than 3 times)
 - Meeting with supervisor, necessary staff, parent(s), and child. (At this time suspension or removal from the activity will be discussed).
- Situations that will result in an automatic behavior warning, incident report, or removal from program, are:
 - Stealing
 - Use of profanity
 - Violence (hitting, kicking, biting, punching, etc.)
 - Property damage
- If a child engages in behavior which poses a threat of bodily harm to himself, others or facility property, an immediate meeting with parent(s), or guardian may be called. An immediate suspension or expulsion may result.

Health

- *Children should be toilet trained to participate in the program.
 - *If your child is not toilet trained, an adult must be in the park or close enough and available to get to the park within 10 minutes if they need changed.
- Please try to schedule medicine to be given at home, if your child must receive or bring a medication with them (such as an inhaler or epi-pen) complete and provide a medication or epi-pen form. This can be found on our website or by requesting one from the office.
- Children should remain home due to the following:
 - Fever of 100 F or higher within the past 24 hours
 - Rashes of unknown cause
 - Vomiting or diarrhea within the past 24 hours
 - Lice or Nits
 - Severe cough or difficulty breathing
 - Contagious illness
 - *If your child begins to show signs of illness after being dropped off, you will be called and may need to pick them up.*
- If changes to health or allergy information occur during the year, please notify the teacher and recreation coordinator.
- In the event of a medical emergency, 911 will be called and your child will be taken to the hospital. We will contact parents/caregivers as soon as possible.

Teacher and Contact Information

Mrs. Julie Petersen, a lifelong resident of Jefferson County, joined Parks and Recreation in 2021, working with preschool-aged children. Since 2022, she has served as a lead teacher in the Play & Learn program. Mrs. Julie brings experience from summer camps, gymnastics instruction, and toddler learning programs. A certified childcare professional, she is also pursuing a degree in early childhood education. A devoted animal lover, she finds joy in helping preschoolers learn and grow and looks forward to many more years with the Play & Learn program.



Mrs. Julie can be contacted
directly via email at
jpetersen@jcprc.org

Recreation Office: 304-728-3207 / info@jcprc.org

Recreation Coordinator, Heather Chapelle: hchapelle@jcprc.org

Website: jeffersoncountywv.myrec.com