

# Welcome to Tiny Tot Preschools



Dear Parent/Guardian,

We welcome you to the Cosumnes Community Services Tiny Tot Preschools Program. We believe strongly in building positive relationships with the families in our preschools. Developing and nurturing that relationship is essential in creating the best experience for your child.

Tiny Tot Preschools is committed to providing excellent programs and service to families. Our well trained and qualified professional staff are dedicated to the education of young children. We look forward to offering services that foster the well-being, growth and development and safety of each child.

Preschool management and support Staff are excited to serve you and your child and we value your opinion and feedback in order that we may offer the best possible service! Parents are welcome and encouraged to visit the classroom and observe programs.

Thank you for selecting Tiny Tot Preschools for your child's first school experience! We look forward to a rewarding relationship with you. The purpose of this handbook is to foster a spirit of cooperation between families and staff. We hope you find it useful as an orientation to services and policies. If you have questions at anytime, please see your child's Teacher.

## **TINY TOT PRESCHOOLS/PRE-K PHILOSOPHY**

Teachers and Staff of Tiny Tot Preschools believe that children learn through play. We offer the children in our programs a wide variety of educational and recreational opportunities that include many hands-on experiences. Our programs are well-balanced and allow children time to participate in structured and unstructured activities. Our Pre-school and Pre-K programs promote the health and wellness of each participant in a safe and secure learning environment while fostering their social, emotional, cognitive, physical and creative development. Teachers and Staff hope to instill a lifelong love of learning in each child while helping to better prepare them for their transition to kindergarten.

### **ARRIVAL AND DEPARTURE —CELL PHONES OFF PLEASE —NO EAR BUDS, OR TEXT MESSAGING**



- ◆ Please walk your child into the classroom. Your child's instructor will greet you and your child. Please do not leave your child without notifying a teacher.
- ◆ The preschool teacher wishes to be fully prepared for the day; therefore, the door will remain locked prior to the start time of class.
- ◆ Always sign in your child when arriving and sign out when leaving. The safety of your child is our primary concern. Please keep siblings at your side, as we have toys that are not appropriate/safe for all ages.
- ◆ Notify a teacher in advance, in writing, if someone else is picking up your child. Anyone (must be 18 years of age or older) picking up your child must be listed on the Child's Emergency Information form and have a Photo ID with them at pick-up.
- ◆ When signing in your child, always check for notes and reminders from the teacher next to the sign-in sheet.

### ***PARENT RIGHTS AND RESPONSIBILITIES***

#### **OPEN DOOR POLICY**

We strive for parents to feel comfortable leaving their children with us, so please feel free to drop in at any time. We encourage you to visit your child's classroom to see what it is they do while entrusted to our care. You are not required to be fingerprinted to observe the classroom; however, you may only interact with your own child if you have not received fingerprint clearance.

## PARENT RIGHTS AND RESPONSIBILITIES

### SNACK

Snack will be provided for the children daily.

**Parents of children who have food allergies are required to bring an appropriate healthy snack for their child.**

Cookies, candy, etc. are not allowed for snack for any child with the exception of birthdays and parties. In order to ensure the safety of children with allergies, parents should bring an appropriate birthday/party snack to have on party days. See your child's teacher for specific dates.

Parents may bring snack for their child's birthday celebration and/or parties and events. A Birthday/Party Snack Calendar will be available for sign up each month.

Any parent of a child with an allergy to peanuts, nuts, or other foods should contact the Cosumnes CSD administration office and the child's preschool teacher to discuss, prepare, and implement a Food Allergy Accommodation Plan or other reasonable accommodations. A Food Allergy Accommodation Plan is designed to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Popcorn, chewing gum, hard candy, peanut butter and large-sized veggies and fruits are **prohibited** due to their high choking risk. Please make sure the teacher is aware of any special diet requirements or allergies on your Child's Emergency Information form.

### SUPPLIES

Curriculum and classroom supplies for the program are provided. Parents will be requested to donate items for special parties and class events. A Supply Sign Up sheet will be posted in advance for you to sign up. If you would like to donate specific supplies, please see your child's teacher. Parent contributions are greatly appreciated!



## **PARENT RIGHTS AND RESPONSIBILITIES**

### **FIELD TRIPS**

Field trips are a fun and integral part of our curriculum. Before each field trip, we will send home a permission slip which must be completed and returned by its due date in order to attend the field trip. A parent, guardian or an adult designated by a parent is required to accompany their student on each field trip. Parents will meet the class directly at each field trip site, unless otherwise specified. Forms and fees will not be accepted after the due date or at the field trip site. Parents must supervise their child while on the field trip.

While on field trips, please have all electronic devices turned off. Parents should never leave their child unattended at any time during the trip. Field trips will either be free or a nominal fee will be charged. Joining your child on these outings gives you and your child an opportunity to make special school memories together. If rain impacts a field trip, the field trip and class will be canceled and there will be no make-ups.

### **USE OF PHOTOGRAPHS**

Unless otherwise notified, the Cosumnes Community Services District Tiny Tot Preschools, reserves the right to utilize photos, video and/or quotes of program participants, for the specific purpose of promoting our programs and facilities. If you do not wish for your child to appear in any department promotions, please contact the Preschools Support Staff immediately at 405-5300.



## **PARENT SUBSTITUTES & VOLUNTEERS**

- ◆ If a Teacher is ill, the Teacher's Aide will substitute for the Teacher and a Floater Aide will be scheduled to assist that day. When all CSD substitutes are on duty, we may need to call on parents to help in the classroom. If you are interested in being on the **Parent Substitute** list for your child's class, please contact your child's teacher.

Parents who substitute receive \$20 credited to their CSD account for each full class worked. Parents who help in their child's class, whether as a Substitute or Volunteer, must attend the Parent/Volunteer Orientation, unless otherwise directed by the Supervisor. Parents must receive fingerprint clearance through the CSD before working in the classroom. Fingerprint clearance through other agencies (e.g., EGUSD, Police Dept.) is not a substitute for clearance with the CSD.

- ◆ **Parent Volunteers** assist in the classroom as needed and at the direction of the Teacher. Volunteers DO NOT receive a credit to their CSD account when they assist in the classroom. Teachers will have a sign-up sheet for parents who wish to help in the classroom on occasion.

There will be special party days and events where parents are needed to assist in the classroom. The teacher will notify you in advance of those events if you have expressed interest in being a Volunteer.

## **PARENT OBSERVATIONS**

Parents are always welcome to observe the daily classroom activities. Please sign in on a separate required form located in the sign-in/out area for parents and visitors that are observing during class time. During observation time, please reserve any questions you may have for staff for after program time. Visitors in the classroom should observe and not interact directly with students as all persons authorized to work one on one with the children have received fingerprint clearance prior to helping in the classroom. Teachers and Aides are interacting with and supervising the children during class time and must give their full attention to them during program. Parents are welcome to call the Recreation Coordinator with any questions or comments.

## PARENT SHARING

If you have a special skill (e.g., musical talent, artistic skill, interesting career), we invite you to share it with the children. We are also very interested in families sharing cultural traditions, clothing, photos, etc., to help introduce the children to different cultures. As a community of preschoolers within our program, the children are learning to get along with others and respect one another as individuals. Parents sharing special skills, traditions and talents is a great way to do that! Please see your child's teacher if you would like to visit the classroom and share a special talent or hobby.



## HEALTH

### SICK CHILDREN

Please do not bring a sick child to school. Children too sick to participate in the full program, including outside play, need to be kept at home. When in doubt, keep them at home. They need your comfort and will feel worse at school. Please let the illness run its course and do not bring your child back until 24 hours after the last sign of the illness (fever, vomiting, colored discharge from the nose, etc.). If your child arrives ill, or becomes ill or injured while at the program, parents/guardians will be notified. **Please make sure that we have all current phone numbers where you can be reached.** If the parent/guardian cannot pick up the child, an emergency designee will be notified. In either case, the child needs to be picked up immediately.



### COMMUNICABLE DISEASES

If your child is exposed to lice or any communicable disease such as pink eye, measles, chicken pox, etc., please notify the site immediately so that incubation dates are verified and the health of all children concerned may be protected. Names of sick children will not be provided to parents. Only the type of illness, possible symptoms, and exposure dates will be given to parents. This is a courtesy to every parent to make them aware of any illness their child may have been exposed to.

It also helps to reduce the risk of the spread of communicable diseases to ensure every child's health and safety. **Some conditions that are contracted through person-to-person contact may require a doctor's release prior to the child returning to class.** Please see your child's teacher for more information. We want to keep you as well informed as possible and ensure every child's health and safety while participating in our program.

## **HEALTH HISTORY/EMERGENCY FORMS**

The Child's History and Child's Emergency Information forms help the teacher get to know your child on an individual basis. Please be very thorough and specific when completing the forms. Please make sure all adults, 18 years of age and older, allowed to pick up your child (including parent or guardian) are listed on the Child's Emergency Information form. Immediately provide in writing to the teacher any information changes to the child's forms (e.g., address or phone number change, allergies). Also, you may want to advise the teacher of any changes that may affect your child, such as temporary health problems, a death in the family, a new baby, etc. In these situations, we may be able to help your child adjust. The Child's History, Child's Emergency Information, and Registration Contract forms must be turned in to the teacher **on/before** your child's first day of class. Your child may **not** stay in the classroom with the teachers if we have not received all three forms.

## **HEALTH**

### **MEDICATION ADMINISTRATION/STORAGE**



All participant medication (prescription or non-prescription) must be in the original container and clearly labeled with the child's name. Medication will be kept securely stored in the classroom office/cabinet and out of reach of all children. Participants may not carry medication on their person. Students with potentially life-threatening conditions may have staff carry medication on their person to assist the child in an emergency if authorized by the parent, physician and Recreation Superintendent. Parents must complete the **Administration of Medication by Cosumnes CSD Personnel form. This form must be completed by the parent and the physician** and is included in the Parent Packet and available online at [www.yourcsd.com](http://www.yourcsd.com). You may also obtain a copy from the teacher. Parents are responsible for submitting the completed form and providing the medication directly to Preschool staff **BEFORE** leaving their child in the classroom.

## **CLOTHING**

Your child should dress in casual, comfortable play clothing. The children will get dirty as our preschools participate in many hands-on activities. When your child comes home messy, it means that he/she had a productive day at school. Tennis shoes or any shoe that covers the entire foot is required, and children may not wear flip flops for safety reasons. Please label coats, sweaters, mittens, etc., with a laundry marker. CSD is not responsible for lost or damaged clothing. **No sandals, please.**

## **CHILDREN MUST BE POTTY TRAINED!**

All children must be completely potty trained by the first day of participation. No exceptions! Completely potty trained means that the child does NOT wear diapers and/or pull-ups and can attend to his/her own bathroom needs. This includes dressing, undressing, wiping, flushing and washing and drying hands afterwards. Please dress your child in clothes that are easily pulled up and down such as pants with elastic waistbands. Young children may have accidents on occasion. Please bring a change of clothes in a backpack or bag to the classroom each day with your child.



## **TOYS AND SHARING**

Participating in sharing at group time helps a child feel important and special. It also helps facilitate verbal expression. Some ideas for sharing are: sea shells, rocks, favorite books, treasures from special trips, a special toy or photos. Please do not send toys with your child other than on sharing day. Cosumnes CSD and Tiny Tot Preschools are not responsible for lost or stolen items.

## **HOLIDAYS**

A list of holidays and school closures has been included with this packet and will be posted in the classroom for your reference.

## **TEACHER IN-SERVICE DAYS**

There will be days throughout the year designated as Teacher In-Service Days. On these days, preschools will be closed for teachers to have the time necessary for preparation of lesson plans, Progress Reports, Pre-K Assessments, etc.

## TUITION

Monthly Session Payments—The tuition is charged on the basis of the total operation for the school year, which consists of 11 monthly sessions. Tuition is paid in 11 equal monthly installments, one for each of the 11 sessions (August-June).



Each monthly session's tuition payment is due no later than the 1st of the prior month. For example, September's tuition payment is due no later than August 1st. Reminder notices will be posted in the preschool classrooms. When the 1st falls on a weekend or holiday, the deadline is not extended. It will be assumed that your child is returning for the following monthly session; therefore, your child will automatically be registered for the next monthly session after payment has been received. Your monthly session payments may be paid at the Administration Office or the Wackford Complex.

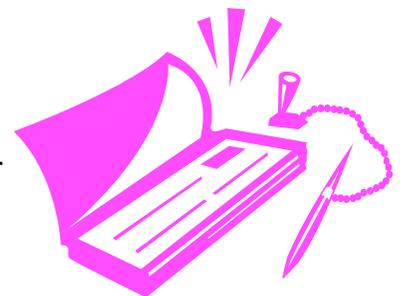
You may set up scheduled payments to automatically charge your debit card, Visa, MasterCard or Discover Card. An **Auto Payment Enrollment Form** is included for your convenience. Payments may also be made over the phone or online at [www.yourcsd.com](http://www.yourcsd.com) with either a debit card, Visa, MasterCard or Discover Card. **Upon a second late payment, you will be required to sign up for automatic payments, or your child may be dropped from the program.** Teachers do not accept tuition payments in the classroom.

## REFUNDS

Fees are not pro-rated for time not used and there are **no refunds or credits for unused hours.** **Unused hours without refunds include vacation or extended time out of town or country, sickness, religious beliefs, etc.**

## RETURNED CHECKS

If a check is returned, you must pay all NSF and outstanding program fees immediately. If two (2) checks are returned in a calendar year, payments must then be made by cash, money order, cashier's check, debit card, VISA, MasterCard or Discover Card.



## LATE PICK-UP FEES



Please pick up your child daily in a timely manner. A late fee of \$1 per minute will be charged and is due to a registration office the following class day. Teachers need time for prep, clean up, lunch, staff trainings, etc., and it puts an undue burden on preschool staff when children are not picked up promptly. **After four late pick-ups, a child will be dropped from the program, regardless of whether different individuals pick up the child each time.** Dismissal from the program for late pick ups will be based on the total number of times the child is picked up late.

Concerned about your child being picked up on time from preschool? Here are a few suggestions that might help:

- *Have a family member or friend (18 years or older) pick up your child for you.*
- *Make friends with a parent in your child's class who will agree to sign out your child for you and then meet you outside the classroom or at the playground.*

## POSITIVE GUIDANCE TECHNIQUES

In order to plan and operate a safe and fun environment, teachers encourage participants to follow program guidelines. Teachers play an important role in nurturing children in the development of empathy, social skills, friendship building, conflict resolution and group living skills and will employ positive guidance techniques. An expanded list of our positive guidance techniques is posted in the classroom. Teachers will...

- ♦ Use positive language and focus on positive behavior.
- ♦ Exhibit consistency in dealing with any behavioral issues.
- ♦ Clearly define and consistently maintain limits when necessary.
- ♦ Redirect negative behavior and reinforce positive behavior.
- ♦ Clearly define and model desired behavior.

## BEHAVIORAL ISSUES

Behavioral issues will be dealt with on an individual basis. Although hitting, biting, or other types of exhibited aggressive behavior are not unheard of at this age, it cannot be tolerated in a school setting, as the safety of all children in our program is our top priority.

It may be determined with input from the teacher, Recreation Coordinator, and/or Recreation Supervisor that it is in the best interest of the class to drop a child due to any type of aggression and/or certain behavioral issues. Our goal is for every child to benefit from participating in our program. When one child, or all the children, are not benefiting from the program due to one child's aggressive behavior, that child will be dropped from the program. Tiny Tot Preschools are committed to being a safe place for all participants and staff. Tiny Tot Preschools reserve the right to drop a participant at any time for physical aggression or any other behavior that is determined to be unsafe to other children. Every child has the right to attend our program feeling safe and accepted as an individual. Teachers will inform the parent of the child who exhibits challenging behavior and will work toward helping the child succeed in the program. Due to participant confidentiality, teachers will only discuss with parents, the behavior of their own child.

Tiny Tot Preschools also reserves the right to drop a participant at any time for physical or verbal abuse or inappropriate behavior of a participant, their parent/guardian and/or family member or a CSD staff person by a parent/guardian. Refunds will not be available.

## **SEPARATION**

It is often difficult for both parent and child to get through the first few days of school. We know that it's a big step. If you anticipate tears or other expressions of anxiety, may we offer a few suggestions based on experience from our preschool teachers:

- ◆Attend Parent Orientation.
- ◆Attend Open House with your child.
- ◆Make sure your child knows when school is over and who will pick him/her up.
- ◆Express your own enthusiasm about school.
- ◆Don't linger...we know it's difficult, but children usually stop crying and get involved in activities minutes after their parents leave. Teachers need an opportunity to build a trusting relationship with your child.
- ◆Always say goodbye to your child....do not sneak out!
- ◆Please know that we will call you if your child continues to cry.

## **REGISTRATION FOR THE 4-YEAR-OLD PRE-KINDERGARTEN PROGRAM**

Children in the 3-year-old program receive priority registration to a spot in the 4-year-old program the following school year at the same location, MWF, at the same time, a.m. or p.m.

This can only be guaranteed if all necessary paperwork is completed and returned by the date specified on the Advancing 3's Preschool Registration Form you will receive in January. Students are not guaranteed a specific teacher. Spots for returning students are only reserved for children in the 3-year-old program moving into the 4-year-old program. It does not apply to children currently in the 4-year-old program; parents wanting their child to repeat the 4-year-old program will have to re-enroll as a new student. If you register your 3 year old to attend the 4-year-old program the following year, your child must remain enrolled in the program during the entire 3-year-old class in order to retain the spot for the following year in Pre-K. If you drop your child from the 3-year-old program at any time after Advancing 3's registration, you forfeit your child's reserved space in the 4-year-old program for the next year.

### **SIBLING PRIORITY**

Once you have had a child registered in the Cosumnes CSD Park and Recreation's Tiny Tot Preschools, any sibling living in the 95624, 95757, or 95758 zip code areas will have priority to register for our 3-year-old preschool and will have second priority to register for the 4-year-old classes in future years. Sibling registration is taken in early January. **It is your responsibility** to pick up and complete Sibling Registration Forms at our Administration Office or the Wackford Community & Aquatic Complex.

### **DISENROLLMENT**

**If you need to disenroll your child from the program, written notice must be submitted to one of the CSD Offices (Administration Office or Wackford Community & Aquatic Complex) a minimum of two weeks prior to the next session's tuition due date.** This time is necessary to process the enrollment of a new child. If we do not receive two weeks written notice prior to the next tuition due date, your last monthly session's tuition will be forfeited. Disenrollment from the 3-year-old program also cancels your priority registration for a space in the 4-year-old program the following year.

### **POLICY CHANGES**

The Parent Handbook is designed to promote an understanding of the PreK and Preschool programs offered by the CSD, and to foster a spirit of cooperation between staff and families. While the handbook describes the programs, policies and procedures there may be times where the CSD has to change the policies, procedures or programs with little or no notice. The CSD Tiny Tot Preschools reserves the right in its sole discretion, to modify or change the policies, procedures or programs, in whole or in part, at any time. Nothing contained in the Parent Handbook shall be construed as a contract between the PreK/Preschool programs and any one or all of its customers or participants.

## QUESTIONS



Teachers are available to answer questions at drop-off and pick-up times and will gladly make appointments to discuss your child's progress or other issues. It is difficult for the teachers and aides to get to the phone during program time as they need to be with the children. Please feel free to call the Registration Coordinator at 405-5311; the Recreation Coordinator at 405-5318; or the Recreation Supervisor at 405-5330 any time with questions, concerns, or suggestions.

## PESTICIDE USE

The Cosumnes CSD Parks Maintenance Division will provide parents the names of all pesticides expected to be applied at school facilities located within parks this school year. The school facilities located within parks where pesticides may be applied are: **Stephenson Rec. Center, Johnson Rec. Center, Laguna Town Hall, Castello Rec. Center, Wackford Community Complex and Elk Grove Rec. Center.** That identification includes the name and active ingredients. Only fully certified pesticides can be used.



At this time, the Cosumnes CSD Parks Maintenance Division is planning to use the following pesticides: Round-up Pro (Glyphosate), Speedzone (Carfentrazone-ethyl, 2,4-D, 2-ethylhexyl ester, Mecoprop-p acid, Dicamba acid), Surflan (Oryzalin).

Signs and maps are posted at the school sites, describing the pesticides to be used, the location within the park where the application will be made, and the active ingredients contained in the pesticide, at least 24 hours prior to the application and such sign will remain posted at least 72 hours after the application. If you also prefer to be notified by e-mail at least 72 hours prior to the application during this current school year, please call the Park Maintenance Hotline at (916) 405-5688 and request to be contacted regarding school site pesticide application notification. In the event of an emergency condition, advance notification and prior sign posting may not be feasible, but a warning sign will be posted immediately upon application.

Further information is available from the California Department of Pesticide Regulation: [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

## **Tiny Tot Preschools Sites**

### **Tiny Tot Friendship Corner**

Elk Grove Recreation Center, Rm. 3  
8828 Elk Grove Blvd.  
Elk Grove, CA 95624  
(916) 212-9879

### **Tiny Tot Connection**

Laguna Town Hall  
3020 Renwick Avenue  
Elk Grove, CA 95758  
916) 684-7550 ext. 103

### **Tiny Tot Kids at Play**

Elk Grove Recreation Center, Rm. 2  
8828 Elk Grove Blvd.  
Elk Grove, CA 95624  
(916) 212-8936

### **Tiny Tot Neighbors**

Wackford Community  
and Aquatic Complex  
9014 Bruceville Road  
Elk Grove, CA 95758  
(916) 405-5627

### **Tiny Tot Pals**

Stephenson Recreation Center  
5511 Dorsey Drive  
Elk Grove, CA 95757  
(916) 714-1032

### **Tiny Tot Station**

Johnson Recreation Center  
3570 Marsh Point Drive  
Elk Grove, CA 95758  
(916) 683-5960

### **Tiny Tot Zone**

Castello Recreation Center  
8830 El Toreador Way  
Elk Grove, CA 95624  
(916) 685-7276