



Parent Handbook 2011-2012

TINY TOT PRESCHOOLS/PRE K PHILOSOPHY

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 preschool and PreK 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 better prepare them for their transition to kindergarten.

ARRIVAL AND DEPARTURE —CELL PHONES OFF PLEASE —NO MP3 PLAYERS, EARPHONES, 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 form.
- ◆ 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 that they do while you entrust them to our care.

SNACK

As a part of the preschool program, parents must provide a nutritious snack for the entire class one day every other month. Each month a snack calendar will be posted. Sweets are prohibited with the exception of birthday celebrations and special days. A list of snack ideas will be available the first week of class. Please make sure the teacher is aware of any special diet requirements or allergies on your Child's Emergency form.

SUPPLIES

On months that you are not responsible for bringing snack, you will be asked to bring a supply from the supply list. Supplies are usually food items, paper goods, etc., used for upcoming activities. Supply sheets are posted in class.

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 to attend field trips. 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 field trips, the field trip and class will be cancelled and there will be no make-ups.

PARENTS HELPING IN CLASS

- ♦ If a teacher is ill, the teacher's aide will substitute for the teacher and a teacher's aide from our substitute list will be called to assist that day. When all of our substitutes are on duty, we may need to call on parents to help in the classroom. If you are interested in being on the substitute list for your child's class, please contact your child's teacher. Those parents who substitute are credited \$20 on their account for each full class worked. Parents must be finger printed and the Cosumnes CSD must receive clearance before substituting in the classroom. Parents who help in their child's class whether as a Substitute or Volunteer, must attend the Parent/Volunteer Orientation.
- ♦ We will have special party days when we may need help from parents. You will be notified of these days.
- ♦ 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 do not ask staff any questions as they must be with the children during class time. After the observation, please feel free to call the Recreation Coordinator with any questions you may have.
- ♦ Teachers will have a sign-up sheet for parents who wish to occasionally help out in the classroom.

PARENTS SHARING

If you have a special skill (i.e., musical talent, artistic skill, interesting career, etc...), 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 children to many cultures.

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 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.

HEALTH HISTORY/EMERGENCY FORMS

The Child's History and Emergency 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 Emergency form. Immediately provide in writing to the teacher any information changes to the child's forms (i.e., address or phone number change, allergies, etc.). Also, you may want to advise the teacher of any changes that may affect your child, such as temporary health problems, death in the family, new baby, etc. In these situations, we may be able to help your child adjust. The Registration Contract, Health History, and Emergency 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.

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.

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 is totally out of diapers and pull-ups and can attend to his/her own bathroom needs. Please dress your child in clothes that are easily pulled up and down such as pants with elastic waistbands.

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 Parks and Recreation Department is not responsible for lost or stolen items.

HOLIDAYS

A list of holidays and school closures has been included with this packet.

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 time necessary for preparation of lesson plans, Progress Reports, PreK 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 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 (i.e., November's tuition payment is due no later than October 1st). Reminder notices will be put out in the preschool classrooms. Your monthly session payments can be paid at one of our three registration locations. 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.

There is a drop box/slot at the Administrative office and Laguna Town Hall for dropping off payments after hours. You may set up scheduled payments to automatically charge your Visa, MasterCard, American Express or Discover Card. Payments may also be made over the phone or on-line at www.yourcsd.com with either a Visa, MasterCard, American Express or Discover Card. **Upon a second late payment, you will be required to sign up for automatic charge 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.

RETURNED CHECKS

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

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 are posted in the classroom. Teachers will...

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

BEHAVIOR ISSUES

Behavioral issues will be dealt with on an individual basis. Although hitting, biting or other types of aggressive behavior exhibited 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 by 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 aggressive and/or certain behavioral issues. Our goal is for every child to benefit from participating in our programs. When one child, or all the children are not benefiting from the program due to a child's aggressive behavior, that child will be dropped from the program. Tiny Tot Preschools is committed to being a safe place for all participants and staff. Tiny Tot Preschools reserves the right to drop a participant at any time for physical aggression. Tiny Tot Preschools also reserves the right to drop a participant at any time for physical or verbal abuse of 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 hard, 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 are guaranteed 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. All necessary paperwork must be completed & 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. Returning student spots are only for children in the 3 yr. old program moving to the 4 yr. old program. It does not apply to children currently in the 4yr. old program. Parents wanting their child to repeat the 4 yr. old program will have to re-enroll as a new student.

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 preschools 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 Administrative Office, Laguna Town Hall, or the Wackford Community & Aquatic Complex.

DISENROLLMENT

If you need to disenroll your child from the program, written notice must be given to one of the three CSD Offices (Administrative Office, Laguna Town Hall 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 also cancels your priority for a space in the 4 year old program the following year.

QUESTIONS

Teachers are available to answer questions at drop off and pick up time 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 Jennifer Campbell, Recreation Coordinator, at 405-5330 or Jonnie Siemens, Recreation Supervisor, at 405-5317 any time with questions, concerns or suggestions.

Tiny Tot Preschools Sites (2011/2012 school year)

Tiny Tot Friendship Corner
Elk Grove Recreation Center, Rm. 3
8828 Elk Grove Blvd.
Elk Grove, CA 95624
(916) 405-5333

Tiny Tot Connection
Laguna Town Hall
3020 Renwick Avenue
Elk Grove, CA 95758
916) 869-2034

Tiny Tot Kids at Play
Elk Grove Recreation Center, Rm. 2
8828 Elk Grove Blvd.
Elk Grove, CA 95624
(916)405-5328

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 Dorcey Drive
Elk Grove, CA 95757
(916) 714-1032

Tiny Tot Station
Johnson Rec. Center
3570 Marsh Point Dr.
Elk Grove, CA 95758
(916) 683-5960

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