



Toddler Time

Parent
Handbook
2011-2012

Welcome!

Toddler Time provides a safe environment that will enrich and entertain your child while experiencing play in a group setting. The teacher will introduce the children to a variety of hands-on activities in a surrounding conducive to exploration. Children will be encouraged to work on self-help skills as well as receiving assistance in the transition to a new classroom experience. Although Toddler Time is not a parent participation class, parents are always welcome. Cosumnes CSD Parks & Recreation's Toddler Time class will be a bright beginning to independence in a supervised nurturing atmosphere.

Arrival and Departure-Cell Phones Off Please

- ◆ Upon arrival, please walk your child into the classroom. Your child's teacher will greet you and your child. When you are ready to depart, please do not leave your child without notifying a teacher.
- ◆ The teacher wishes to be fully prepared for the day. Therefore, the door will remain locked prior to the start of class time.
- ◆ Always sign your child in when arriving and out when leaving. The safety of your child is our primary concern.
- ◆ 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.

Please make sure that the gate is closed and secured when you arrive and depart.

Parent Rights and Responsibilities

We want parents to feel comfortable leaving your 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 for the first few classes of the session. It is at the discretion of the parent if you feel you would like to stay with your child for the first day of class as he/she is transitioning into the new classroom environment. It is important for teachers to have time to bond and build trusting relationships with the children. As they do so, this will make the transition process much easier. Slowly decreasing the amount of time you stay will assist your child in a smoother transition. The teacher will contact you to advise you if your child is having a difficult time transitioning to this new classroom experience. You may choose to either pick up your child or the teacher will continue to assist your child in joining his/her friends. If needed, you may be asked to pick up your child for that day. Keeping open communication between teacher and parent is encouraged and our goal is for a successful and enjoyable Toddler Time experience.

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. Please contact the teacher if you would like to come and share a special talent or skill with the children.

What to Bring

If your child is not potty trained, please bring with you to each class; **disposable diapers (no cloth)**, cream and an extra set of clothes in a small bag that will fit in your child's cubby. Please make sure that they arrive dry. Children don't like to take time out from fun for a diaper change. If your child is potty trained, please bring an extra set of clothes and shoes if you think there may be an accident. Please check your child's cubby daily for items to be taken home.

Please do not bring...

- ♦ Cups filled with juice or snacks for your child to carry around throughout the class.
- ♦ Toys from home.

Snacks/Supplies

As part of the Toddler Time class, each month parents are required to either sign up for a day to bring a nutritious snack for the entire class or bring a supply to be used in an upcoming project. Look for the sign up sheet in class at the beginning of each month. A list of snack ideas will be posted the first week of class. Please make sure the teacher is aware of any special diet requirements or allergies on your Child's History Form.

Clothing

Your child should dress in casual, comfortable play clothing that is **easily pulled down and up** for those children being potty trained. As the children participate in many hands-on activities, they will be getting dirty. When your child comes home messy, it means 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. The CSD is not responsible for damaged clothing.

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 the 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 can be 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 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 Child's History and Emergency forms must be turned in to the teacher on your child's first day of class. Your child may not stay in the classroom with the teachers if we have not received both forms.

Holidays

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

Tuition

♦ Monthly Session Payments

Tuition is charged on the basis of the total operation for the session. Tuition is paid in equal monthly installments. A tuition schedule has been included in this packet.

Each monthly session's tuition payment is due no later than the 1st of the prior month (i.e., February's tuition payment is due no later than January 1st). Reminder notices will be posted in the classroom. Your monthly session payments may be paid at one of our three registration locations. When the 1st falls on a weekend or holiday, the deadline is not extended. There is a drop box/slot at the Administrative office and the 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 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.**

♦ 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 the following class day. Teachers need time for prep, clean up, etc., and it puts an undue burden on staff when children are not picked up promptly. **After 4 late pick ups, a child may be dropped from the program.**

Teacher Substitutes

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 the teacher. Those parents who substitute are credited \$20 on their account for each class worked. Parents must be fingerprinted and the Cosumnes CSD must receive clearance before substituting in the classroom.

Separation

It is often difficult for both parent and child to get through the first few days of a new experience. 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 teachers:

- ♦ Make sure your child knows when Toddler Time is over and who will pick him/her up. (“I’ll pick you up after snack.” “Susie’s mom will pick you up today and take you on a picnic.”)
- ♦ Express your own enthusiasm about Toddler Time.
- ♦ Don’t linger...we know it’s hard, but children usually stop crying and get involved in activities minutes after their parents leave.
- ♦ Always say goodbye to your child....do not sneak out!
- ♦ Please know that we will call you if your child continues to cry.

Positive Guidance

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 Reports

A Behavior Report is a form completed by the teacher used to communicate a child’s behavior to the parent in a written format. Parents who receive a report must sign the form upon receiving it. A copy of the report is turned in to the Preschool office for records.

The parent is given a copy for their records. A child may receive a Behavior Report for positive or negative 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. Toddler Time is committed to being a safe place for all participants and staff. Toddler Time reserves the right to drop a participant at any time for physical aggression. Toddler Time 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.

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 Lisa Lopes, Registration Coordinator, at 405-5311, Jennifer Campbell, Recreation Coordinator, at 405-5330 or Jonnie Siemens, Recreation Supervisor, at 405-5317 any time with questions, concerns or suggestions.

Toddler Time Program

The Toddler Time program is designed to promote exposure and development within the following categories:

1). Cognitive Development and Language Acquisition:

- To encourage children to ask for assistance rather than crying or whining
- To encourage the children to use manners:
 - *By saying please and thank you
 - *By using words rather than pushing or hitting other children
- To encourage the Toddlers verbal skills through:
 - *Puppet use
 - *Asking open ended questions
 - *Reading stories and asking questions
 - *Learning and repeating the names of others in the room
 - *Verbalizing with the children thereby providing a spring board for the children's own verbalization
 - *Learning simple songs, finger plays, and puppet plays
 - *Identifying objects and learning basic shapes

2). Social - Emotional Development:

- To help the child deal effectively with separation anxiety by comforting the child when upset and in need of security
- To use the methods of distraction, substitution and/or an alternative activity
- To help the child play independently amongst a large group of children
- To help the child become interested in getting involved in play or planned activities by using one-to-one interaction with the child when possible

3). Self Help:

Children will be provided with opportunities to participate in activities designed to promote the growing independence desired by toddlers such as:

Dressing for weather

Eating with a spoon

Cleaning up spills

Helping clean tables

Washing hands and face

Making choices

Buttoning, snapping and zipping

Becoming aware of safety rules

Throwing cup and napkin away

Accompanying teachers on daily chores

Putting toys away

4). Fine Motor Development:

Children will be provided the materials and activities important in advancing the child's small muscle coordination through activities such as:

Pouring and sifting

Filling and dumping

Peg boards

Nesting

Stacking

Button and snap boards

Stringing beads

Play dough

Puzzle work

Shape sorting

Sewing cards

Twisting jar lids, nuts and bolts

Art activities

5). Gross Motor Development:

Opportunities will be provided for gross motor development through:

Ball Play	Dancing and marching
Sliding	Crawling under and through
Stretching exercises	Block towers and walls
Ring-around-the-Rosie	Jumping, climbing, and tumbling
London Bridge	

6). Creative Expression:

Children will participate in scheduled activities that encourage them to express themselves creatively. These include:

Finger painting	Collages and montages
Murals - chalk, crayon, paint	Sponge painting
Crayon activities	Marble painting
Vegetable prints	Water color painting

7). Sensory Experiences:

Toddlers are passing through one of the key phases in sensory/perceptual development. Opportunities will be provided for sensory development through activities such as:

Noisemakers	Finger painting
Music/rhythm	Bubbles
Beans, rice, macaroni	Play dough
Texture books	Sand