

City of Escondido



Tiny Tots Preschool

201 N. Broadway, Escondido, CA 92025
760-839-4691

**Spring 2012 Tiny Tots Priority Registration Packet
for currently enrolled students**

PARENTS: To maintain your priority registration status, you must register and pay for the first session of spring classes by March 9, 2012. If you do not pay by the priority registration deadline, your child will not be enrolled in the session beginning March 26 and your name will be placed at the bottom of the Tiny Tots interest list.

Spring Class Sessions: Session 1: March 26-April 27 (*four weeks*)
Session 2: April 30-May 18 (*three weeks*)
Session 3: May 21-June 8 (*three weeks*)

Locations: Classes are offered at two locations:

East Valley Community Center, 2245 E. Valley Parkway
Don E. Anderson Community Bldg., 120 Woodward Ave.

Days & Times: Ages 3 & 4 ~ 8:15 a.m. to 10:30 a.m. (2 hrs., 15 min.)

Monday, Wednesday, & Friday or Tuesday & Thursday (only EVCC)

Ages 4 & 5 ~ 11:15 a.m. to 2:00 p.m. (2 hrs., 45 min.)

Monday, Wednesday, & Friday **OR** Tuesday & Thursday

Fees: See class schedule on pages 3 & 4; fees vary by session.

Eligibility for Tiny Tots Preschool for the Spring Session

- ❖ Children must be 3 years old by the second week of classes and must not have attended kindergarten;
- ❖ Children must be potty trained;
- ❖ Children must be enrolled in age-appropriate classes: three and four-year-olds in the 8:15 a.m. to 10:30 a.m. classes and older four-year-olds and five-year-olds, who will be attending kindergarten in 2012 (must be 5 yrs. old by 11/1/12), in the 11:15 a.m. to 2:00 p.m. classes.

Priority Registration - Priority registration is given to parents who enroll their child in consecutive sessions of Tiny Tots. Therefore, after you enroll your child in Spring Session 1, you will be eligible for priority registration for Spring Session 2 classes held on the same days, and at the same location, as those your child attended in the first session. Your priority registration will continue until the end of the school year (June '12) as long as your child attends consecutive sessions of the same classes at the same location.

Priority Registration Deadlines - If you do not submit your completed Tiny Tots Preschool Registration Form and payment by the priority deadline for the next session of classes (see Calendar of Important Dates), your child will not be registered in that session of classes and you will lose your priority registration status. Please note that it will be your responsibility to get back on the Tiny Tots waiting list; staff will not automatically place your name on the bottom of the wait list.

Registration Checklist

1. Complete the attached Tiny Tots Preschool Registration Form for the spring sessions of Tiny Tots. You may register and pay in advance for all three spring sessions on the same form. *If you choose to register for just Session 1, you will need to complete another registration form and submit it with payment by the priority deadline for Session 2 classes, and so on.*
2. Check the Spring Class Schedule for class numbers, fees, etc. (pages 3 & 4). **You may register for a maximum of three (3) days per week.**
3. Pay in full by credit card, money order or check payable to "City of Escondido." Note: Only credit or debit card payment (must have credit card symbol on card) is accepted for fax and phone-in registration. Escondido Recreation accepts all major credit cards: Visa, MasterCard, American Express & Discover.
4. Drop off your completed form with payment in the classroom at the DACB or pay at the front desk of the EVCC or at the Community Services Dept. in City Hall. See page 5 for online, fax-in and phone-in Priority Registration Options.

Tiny Tots Refund Policy

- ❖ Refunds/credit on account will not be granted for individual classes missed during a session.
- ❖ If a class is cancelled by the Department, you will be given the choice of a transfer (based on available space), credit on account, or refund without a service charge.
- ❖ If you are unable to attend the class after you have registered, you may request a refund or credit on account by contacting the Community Services Department office in City Hall by e-mail, phone, or in person. If you choose credit on account, you will receive credit for 100% of the class fees minus any classes attended or missed. Refund requests will be assessed a service charge of 25% of the fees paid for classes and any classes attended or missed will be deducted from the original fees paid.
- ❖ All requests for refunds or credit on account must be made prior to the last class meeting.

SPRING 2012 SCHEDULE

Session 1: March 26 through April 27
Four Weeks No classes April 9-13 (Spring Break)

AM Classes

8:15 am to 10:30 am - 3 and 4 year olds					
Class #	Fee	Days	Location	Instructor	
3100.110	\$153	Mon/Wed/Fri	EVCC	Miss Mani	
3100.111	\$102	Tues/Thurs	EVCC	Miss Mani	
3100.113	\$153	Mon/Wed/Fri	DACB	Miss Kathie	

PM Classes

11:15 am to 2:00 pm - 4 and 5 year olds					
Class #	Fee	Days	Location	Instructor	
3101.110	\$194	Mon/Wed/Fri	EVCC	Miss Mani	
3101.111	\$129	Tues/Thurs	EVCC	Miss Mani	
3101.112	\$194	Mon/Wed/Fri	DACB	Miss Kathie	
3101.113	\$129	Tues/Thurs	DACB	Miss Kathie	

Session 2: April 30 through May 18
Three Weeks

AM Classes

8:15 am to 10:30 am - 3 and 4 year olds					
Class #	Fee	Days	Location	Instructor	
3100.120	\$115	Mon/Wed/Fri	EVCC	Miss Mani	
3100.121	\$77	Tues/Thurs	EVCC	Miss Mani	
3100.123	\$115	Mon/Wed/Fri	DACB	Miss Kathie	

PM Classes

11:15 am to 2:00 pm - 4 and 5 year olds					
Class #	Fee	Days	Location	Instructor	
3101.120	\$146	Mon/Wed/Fri	EVCC	Miss Mani	
3101.121	\$97	Tues/Thurs	EVCC	Miss Mani	
3101.122	\$146	Mon/Wed/Fri	DACB	Miss Kathie	
3101.123	\$97	Tues/Thurs	DACB	Miss Kathie	

Session 3: May 21 through June 8
Three Weeks * No class Monday, May 28 (Memorial Day)
PM Classes: Pre-K Graduation, June 11/12 at EVCC

AM Classes

8:15 am to 10:30 am - 3 and 4 year olds

Class #	Fee	Days	Location	Instructor
3100.130	\$102*	Mon/Wed/Fri	EVCC	Miss Mani
3100.131	\$77	Tues/Thurs	EVCC	Miss Mani
3100.133	\$102*	Mon/Wed/Fri	DACB	Miss Kathie

PM Classes

11:15 am to 2:00 pm - 4 and 5 year olds

Class #	Fee	Days	Location	Instructor
3101.130	\$129*	Mon/Wed/Fri	EVCC	Miss Mani
3101.131	\$97	Tues/Thurs	EVCC	Miss Mani
3101.132	\$129*	Mon/Wed/Fri	DACB	Miss Kathie
3101.133	\$97	Tues/Thurs	DACB	Miss Kathie

Locations: EVCC - East Valley Community Center, 2245 E. Valley Parkway
 DACB - Don E. Anderson Community Bldg., 120 Woodward Ave.

**CITY OF ESCONDIDO
TINY TOTS PRESCHOOL 2012**

CALENDAR OF IMPORTANT DATES

PROGRAM LOCATIONS

Don E. Anderson Community Bldg. 120 Woodward Ave. Phone: 760-747-3645
East Valley Community Center 2245 E. Valley Parkway Phone: 760-839-4386

CALENDAR KEY

- First day of session
- △ Last day of priority registration for the next session
- Last day of session
- * No Class

March 2012	26 (27) 28 29 1 2 3 4 5 6 7 8 △9 10 11 12 13 14 15 16 17 18 19 20 21 22 □23 24	4-WEEK SESSION ○ 2/27/12 – First day of session △ 3/09/12 – Last day of priority registration for April session □ 3/23/12 – Last day of session
April 2012	25 (26) 27 28 29 30 31 1 2 3 4 5 △6 7 8 *9 *10 *11 *12 *13 14 15 16 17 18 19 20 21 22 23 24 25 26 □27 28 *4/09/12–4/13/12 – Spring Break	4-WEEK SESSION ○ 3/26/12 – First day of session △ 4/06/12 – Last day of priority registration for May session □ 4/27/12 – Last day of session
May 2012	29 (30) 1 2 3 4 5 6 7 8 9 10 △11 12 13 14 15 16 17 □18 19	3-WEEK SESSION ○ 4/30/12 – First day of session △ 5/11/12 – Last day of priority registration for June session □ 5/18/12 – Last day of session
May/June 2012	20 (21) 22 23 24 25 26 27 *28 29 30 31 △1 2 3 4 5 6 7 □8 9 10 ☆11 ☆12 13 14 15 16 *5/28/12 – No Class – Memorial Day *6/13/12-6/29/12 ~ Summer Break (no classes)	3-WEEK SESSION ○ 5/21/12 – First day of session △ 6/01/12 – Last day of priority registration for July session □ 6/08/12 – Last day of session ☆ 6/11 & 6/12- Pre-K Graduation
Summer Session begins July 2, 2012.		

◆ **Schedule is subject to change. Parents will be notified in advance**

Priority Registration Options For Tiny Tots Preschool

Walk-in*

Two convenient locations:

East Valley Community Center
2245 E. Valley Pkwy

Mon., Wed., Fri. ~ 8:30 a.m.– 5:00 p.m.
Tue. & Thurs. ~ 11:00 a.m.– 5:00 p.m.

Community Services Dept. in City Hall
201 N. Broadway

Monday–Thursday
7:30 a.m.– 5:30 p.m.

Fax-in

Fax to 760-739-7020

24 hrs. a day/7 days a week

- Pay by Visa, MasterCard, American Express or Discover
- Faxed registrations will be processed the next business day

Online (Internet)*

Go to activenet.active.com/escondido to register individually for each spring session (April, May, and June). PLEASE NOTE: If you do not have an account with ActiveNet, call Serena Kirkbride at 760-839-4530, or e-mail her at skirkbride@escondido.org, to confirm your e-mail address in ActiveNet and to obtain a temporary password.

Phone-in*

Call 760-839-4691: Monday through Thursday, 9:00 a.m. to 4:00 p.m.

- Pay by Visa, MasterCard, American Express or Discover
- A registration receipt will be e-mailed with liability waiver to sign and return to city or drop off in classroom

Drop off in the classroom

Fill out and sign the registration form to submit with payment.

Go to <http://recreation.escondido.org> to download the
Tiny Tots Priority Registration Packet with the class schedule & registration form.
(Select Youth Programs, Tiny Tots Preschool, & click on the Tiny Tots Priority Registration Packet.)

*NOTE: If you register for the first session (April) via walk-in or phone-in registration, you can ask registration staff to set it up so your credit/debit card will be automatically charged by the payment due dates (see calendar) for the May and June spring sessions. *You will not pay any processing fees for the auto payments for May and June.*

TINY TOTS PRESCHOOL REGISTRATION FORM



- ◆ **Priority Registration Deadlines for Spring 2012:**
 Session 1 (April): 3/9/12 Session 2 (May): 4/6/12
 Session 3 (June): 5/11/12
- ◆ **FAX-IN registration: 760.739.7020**

ADULT NAME (Please Print)			PAYER NAME:		
ADDRESS:		APT. #	CITY:	ZIP CODE:	FAX ()
HM# ()	WK# ()	E-MAIL:			
ACTIVITY REGISTRATION NUMBER	PARTICIPANT'S NAME (First and Last)	BIRTHDATE	GENDER (M/F)	FEE	
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*If using a Credit Voucher, please include your yellow copy with the registration form.

ALL MAJOR CREDIT CARDS ACCEPTED

PRINT NAME AS IT APPEARS ON CARD _____

Signature _____ Expiration Date: _____

Card # _____

I hereby authorize the use of my credit card

Subtotal	
-*Credit/Scholarship <input type="text" value=""/> %	
Subtotal	
Optional Scholarship donation	1.00
TOTAL	

Make checks payable to:
City of Escondido

PLEASE READ WAIVER AND SIGN BELOW

I agree to indemnify, defend, and hold harmless the City of Escondido, its officers, agents, and employees from any and all loss, damage, liability, cost, or expenses arising out of or resulting from the use of equipment or property owned by or under the control of the City of Escondido whether or not that liability, loss, or damage is caused by or arises out of any act or omissions of the City of Escondido, its officers, agents or employees.

I also understand that the City of Escondido does not carry insurance to cover participants in the activities in which I, my child, or my ward is participating. I understand there are risks associated with these activities and I assume the risk of any injuries that I, my child, or my ward may sustain during any of these activities. I forever discharge the City of Escondido, its officers, agents, and employees, from my lawsuits, damages, claims or judgements resulting from any personal injuries or property damages that I, my child, or my ward may sustain while using City property or equipment, or while participating in an activity sponsored by the City of Escondido.

I understand that the City may take photographs/videos for the use in City publications, Web sites, and news releases without my written consent.

I have read the above Waiver/Release of Liability and understand it.

Parent or Guardian Signature _____ Date _____

Qualified individuals with disabilities who wish to participate in Escondido Recreation programs, services, or activities and who need accommodation are invited to present their requests to the City by filling out a Request for Accommodation Form or an Inclusion Support Form for Minors, or by calling 760-839-4643, preferably at least two (2) weeks in advance of the start date for any event or activity.

For a current schedule of classes or to download additional copies of this form,
go to: <http://recreation.escondido.org>
 Choose youth programs, tiny tots preschool, and then click on Tiny Tots Priority Registration Packet.