



Escondido
Community
Services



Tiny Tots Registration Packet
2018/2019 School Year

Program Overview

Tiny Tots Program Philosophy

We believe that the preschool years are crucial to children's enjoyment of a full life in succeeding years. Your child's preschool experience should foster their emotional, social, physical, and intellectual development for lifelong learning. Our goal is to provide a well-rounded curriculum designed to meet children's developmental needs in an atmosphere of fun, respect, and understanding!

Benefits of Tiny Tots

Our goal is to help develop whole and happy children. We aim to create a classroom environment that enhances children's growth in self-confidence, responsibility, and independence. With warm, positive guidance from staff and parents, we can expect to see these results!

Our Learning Environment

Children learn through play, social interaction, exploration, and instruction. Daily activities include all of these aspects of learning, both inside and outside the classroom. Classroom activities include, but are not limited to: music, creative movement, art, science, social interaction, cultural awareness, language, math, prewriting, pre-reading, field trips, and dramatic play.

Parent Helping Days

We believe that optimal growth can occur when parents and teachers work cooperatively. Please keep in mind that parents are REQUIRED to help in the classroom at least one day per month in Little Tots and Super Tots classes.

Choosing the Right Class

Children are placed in classes that are age appropriate during the regular school year.

Wee Tots – An introduction to preschool, parents and children (18 months to 3 ½ years) will explore the classroom through various activities, craft projects, and circle time. Parent participation is required.

Little Tots – A class specifically designed for 3 and 4 year olds to learn through a variety of first time foundational experiences such as social interaction, explorative play, and basic academic concepts.

Super Tots – Designed for older 4 and 5 year olds expected to attend kindergarten the following year, the curriculum is based on the common core standards in preparation for kindergarten.

Discovery Tots – In these specialty-themed classes, preschoolers (ages 3-5 years) will discover a variety of new interests and activities that will further nurture their development through play and exploration. Planned themes include science, drama, cooking, music and more. Check out the Recreation Guide for more details.

Summer Tots – Designed specifically for the summer, this camp is more relaxed with a greater focus on creative expression, outdoor exploratory experiences, and theme-based activities. A wide variety of activities will be included such as arts and crafts, games, music/dramatic play, as well as sensory and skill building activities.

License Exempt

The Tiny Tots Preschool Program is operated by the City of Escondido Community Services Department, Recreation Division, which is also known as Escondido Recreation. Tiny Tots is a public recreation program and not a daycare program, it is therefore exempt from licensing by the State of California.

Program Eligibility

The following outlines the specific eligibility requirements for each of the Tiny Tots Program classes.

All Classes

- ★ Children must be the minimum age by the first day of class
- ★ Children may not have attended kindergarten
- ★ Children must be FULLY potty trained and take care of his/her own toileting needs (no pull-ups, teachers and classroom helpers are not permitted to assist the children in the restroom – Wee Tots are exempt)
- ★ Little Tots & Super Tots – Complete all written registration materials contained in this packet (must be completed prior to attendance), no online registration
- ★ Wee Tots, Discovery Tots, and Summer Tots may register online
- ★ Children must exhibit acceptable personal and group interaction behaviors

Super Tots Classes

- ★ Should possess academic and social skills required for the completion of the Little Tots class
- ★ Expecting to attend Kindergarten the following year (Fall 2019)

Yearlong Program

Little Tots and Super Tots are considered a continuous yearlong program that is divided into monthly classes for the ease of payment. Therefore, participants are enrolled for the duration of the 2018/2019 school year. Eligibility for each subsequent month's class must be maintained in order to continue in the program (i.e. monthly payments). Failure to do so may result in disenrollment for the remainder of the year, loss of priority registration status, and/or any associated reinstatement fees.

Enrollment Priority Status

Little Tots and Super Tots priority enrollment eligibility for 2018/2019 to current participants of the Tiny Tots Program based on the following criteria:

Priority Enrollment (June 4, 2018) – Must be currently enrolled in Little Tots, Super Tots, or at least 2 prior sessions of the Wee Tots classes.

Advanced Enrollment (July 2, 2018) – Must be enrolled in any Tiny Tots Program during summer which include Summer Tots or two (2) sessions of Wee Tots.

Open Enrollment (August 1, 2018) – Open to any new participant that meets the minimum qualifications of the program.

Program Locations

The Tiny Tots Preschool program offers classes in multiple locations to better serve the community. Check out the locations and classes below:

East Valley Community Center
2245 East Valley Parkway
Escondido CA 92027

Available Classes

- ★ Little Tots (3-4 years) – Mondays & Wednesdays, 8:15a – 10:30a
- ★ Little Tots (3-4 years) – Tuesdays & Thursdays, 8:15a – 10:30a
- ★ Super Tots (4-5 years) – Mondays, Wednesdays & Fridays, 11:15a – 2:00p
- ★ Discovery Tots (3-5 years) – Thursdays, times/ages vary by class
- ★ Wee Tots (18 mo.- 3½ years) – Fridays, 9:00a – 10:30a
- ★ Wee Tots (18 mo.- 3½ years) – Saturdays, 9:00a – 10:30a

Don E. Anderson Community Building
120 Woodward Avenue
Escondido CA 92025

Available Classes

- ★ Wee Tots (18 mo.- 3½ years) – Mondays, 9:00a – 10:30a
- ★ Super Tots (4-5 years) – Mondays, Wednesdays & Fridays, 11:15a – 2:00p
- ★ Super Tots (4-5 years) – Tuesdays & Thursdays, 8:15a – 11:00a
- ★ Little Tots (3-4 years) – Wednesdays & Fridays, 8:15a – 10:30a
- ★ Discovery Tots (3-5 years) – Thursdays, times/ages vary by class

Oak Hill Activity Center
405 South Midway Drive
Escondido CA 92027

Available Classes

- ★ Summer Tots (3-5 years) – Mondays & Wednesdays, 9:00a – 1:00p
- ★ Summer Tots (3-5 years) – Tuesdays & Thursdays, 9:00a – 1:00p

Field Trips

The Tiny Tots program may offer opportunities for additional field trips to various locations such as the Pumpkin Patch, Safari Park, Dixon Lake, Children’s Museum, and an elementary school for Super Tots participants. See your teacher for possible upcoming trips as an incorporated part of the curriculum.

Fee & Registration Information

Program Fees

The Tiny Tots Preschool Program (Little Tots and Super Tots) is considered a yearlong program that is divided into monthly payment installments. Please note the following fees per month.

- Wee Tots – \$29-\$39, 3-4 weeks/class
- Little Tots (M/W) – \$90-\$120 per month
- Little Tots (T/Th) – \$99-\$125 per month
- Little Tots (W/F) – \$99-\$125 per month
- Super Tots (M/W/F) – \$155-\$199 per month
- Super Tots (T/Th) – \$110-\$143 per month
- Discovery Tots – \$39, 4 weeks/class
- Summer Tots – \$98-\$110, 3 weeks/camp

Forms of Payment

In person payments only accepted at City Hall or EVCC

- ★ Credit Card: Visa, MasterCard, or Discover
- ★ Personal Check
- ★ Cash

Payment Options

- ★ *Automatic Payment:* Tuition payments can be automatically charged each month from your credit or debit card on the due date.
- ★ *Walk-in:* You may pay in person at either the East Valley Community Center or the Community Services Department at City Hall.

Processing Fee

All customers will incur a processing fee for each transaction. This charge is the result of proprietary software used by Escondido Recreation as a part of our class registration system. Escondido Recreation does not set the cost of the processing fee, it cannot be waived, and is nonrefundable.

Late Payment/Reinstatement Fee

Participants that miss the established payment deadlines (see calendar for details) are subject to a \$25 Late Payment/Reinstatement Fee. This includes participants that reenroll into the program throughout the 2018/2019 school year that defer enrollment or skip months.

Late Pick-up Fee

Participants that are not picked up from class shall be subject to late fees. Late fees are charged \$1 per minute, per participant with the first 5-minutes waived. Habitual tardiness or individuals that remain longer than 30-minutes could result in dismissal from the program.

Parent Participation Fee

Families are expected to volunteer in the classroom a minimum of once per month. Individuals that are unable to fulfill this requirement will be subject to a \$20 Parent Participation Fee for each missed occurrence.

Refund Policy

- ★ If you are unable to attend the monthly session after you have registered, you may request a refund or credit on account.
- ★ 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 choose credit on account, you will receive credit for 100% of the class fees minus any classes attended or missed. The credit will expire one year from the day your account was credited. Refund requests will be assessed a service charge of 25% of the fees paid for classes, minus any missed or attended classes.
- ★ All requests for refunds or credit on account must be made prior to the last class.

Program Registration

Parents are responsible for registering their child for the Tiny Tots Preschool program by completing all the necessary paperwork and agreeing to the terms of enrollment contained in this packet. When registering for the Tiny Tots Preschool Program (Little Tots & Super Tots), please ensure that you bring the following items with you to complete your registration packet:

- ★ Completed Emergency Card
- ★ Completed Liability Waiver
- ★ Signed Parent Agreement
- ★ Proof of Child's Age
- ★ Registration Fees (first month)

Tiny Tots Preschool Program 2018/2019 Calendar



AUGUST						
S	M	T	W	T	F	S
			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	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
					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		

SEPTEMBER						
S	M	T	W	T	F	S
						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	29
30						

MARCH						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER						
S	M	T	W	T	F	S
						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	29
30	31					

JUNE						
S	M	T	W	T	F	S
						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	29
30						

JANUARY						
S	M	T	W	T	F	S
		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	29	30	31		

Payment Due Dates

Updated as of 5/14/2018

- Sep 14 October Payment Due
- Oct 12 November Payment Due
- Nov 9 December Payment Due
- Dec 14 January Payment Due
- Jan 11 February Payment Due
- Feb 8 March Payment Due
- Mar 8 April Payment Due
- Apr 12 May Payment Due
- May 10 June Payment Due

Holiday / No Class

Payments Due

First Week of School

Last Week of School

Super Tots Graduation



2018/2019 TINY TOTS EMERGENCY CARD

P:: 760-839-4691 F:: 760-739-7020 E:: recreation@escondido.org
A:: 201 N. Broadway, Escondido CA 92025 W:: recreation.escondido.org

OFFICE USE ONLY
Last Name, First initial _____
<input type="checkbox"/> DACB <input type="checkbox"/> EVCC
Class # _____

PLEASE PRINT LEGIBLY AND COMPLETE ALL SECTIONS

1 PARTICIPANT INFORMATION

Name _____ Birthdate _____

Address _____

Parent/Guardian _____

Cell Phone _____ Alt. Phone _____

Email _____

Parent/Guardian _____

Cell Phone _____ Alt. Phone _____

Email _____

2 EMERGENCY CONTACTS

Someone your child can be released to other than the above listed individuals.

Contact Name _____ Relationship _____

Cell Phone _____ Alt. Phone _____

Contact Name _____ Relationship _____

Cell Phone _____ Alt. Phone _____

3 ALERGIES/MEDICATIONS/MEDICAL CONDITIONS

Please list anything that would be important the recreation staff may need to know.

4 CONSENT TO TREATMENT OF MINOR

In the event of sudden illness, accident or injury which may occur while said minor(s) is engaged in an activity supervised by City of Escondido employees, when neither parents or guardians can be contacted, I hereby give my consent for emergency treatment as shall be necessary under the circumstances by any physician licensed under the laws of the State of California.

Parent/Guardian Signature

Date

Note: Parent/guardian is responsible for informing City staff who supervise activity of any changes in the above information.



CITY OF ESCONDIDO
Community Services Department
 201 North Broadway
 Escondido, CA 92025-2798
 760-839-4691



LIABILITY WAIVER
For participants enrolled in
TINY TOTS PRESCHOOL
SCHOOL YEAR 2018-2019

Enrollee's Name _____ Activity Name _____
 Address _____
 Hm. Ph. () _____ Wk. Ph. () _____ Cell Ph. () _____
 Fax () _____ E-mail _____

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 the activities. I forever discharge the City of Escondido, its officers, agents, and employees from any lawsuits, damages, claims, or judgments 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.

Participant's Signature X _____ **Date** _____
 (A parent/guardian must sign for their children, 17 & under.)

Print Name _____

Please Note: 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 for accommodation 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 seventy-two hours in advance of the event or activity. Request forms are available on the city's Web site at www.escondido.org.



Tiny Tots Parent Agreement

- ★ Children must be at least three (3) years old and potty-trained to attend the Tiny Tots Preschool Program.
- ★ Please be on time for both drop-off and pick-up of your child. If you are late to pick up your child, you will be charged late fees (\$1 per minute).
- ★ Children should be dressed in clothing that can get dirty and can be easily pulled up and down so they can use the restroom without the help of staff or parents.
- ★ For safety reasons, children should only wear close-toed shoes.
- ★ Your child should bring a small, healthy snack or lunch, check with your teacher for details.
- ★ One parent (or responsible adult) must help in the classroom one day per month. Parents who do not fulfill their required helping days will lose their priority registration status. The day you help in class is also your child's "share" day (show-and-tell day). Please do not bring younger siblings to class on your helping day. Families unable to fulfill this requirement may be subject to an associated fee or dropped from the program.
- ★ Sick children should stay home for their sake and the health of others. Please refer to the health policy in the Parent Handbook for the detailed health requirements.
- ★ All children, parents, and staff members should be treated with courtesy, understanding, and respect.
- ★ If your child has functional needs, please inform the teacher of those needs and complete an Inclusion Support Form for Minors, if necessary.
- ★ All fees for each consecutive class must be paid by the second Friday of the month prior. Fees that are not paid by the due date will be assessed \$25 Late Payment/Reinstatement Fee (this will also apply to any failed automatic payments). The Late Payment/Reinstatement Fee may be waived only once during the school year.
- ★ Your child will be dropped from the program and you will lose your enrollment eligibility status if payment is not made by the Thursday following the due date. To reenroll your child into the program the afore mentioned \$25 Late Payment/Reinstatement Fee will apply. If space in the program is no longer available, you may place your child's name on the waiting list.

I am aware of the Tiny Tots Parent Handbook and will review it prior to the start of class (initial: _____). I understand my responsibilities and agree to abide by the regulations stated within the handbook.

Parent/Guardian Name (please print)

Child's Name (please print)

Parent/Guardian Signature

Date