



**2020/2021
Program Year**

Tiny Tots Parent Handbook

Providing healthy, innovative, and educational opportunities to unify our community.

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MISSION, VISIONS, AND VALUES

MISSION STATEMENT

Promoting Escondido as the City of Choice by providing healthy, innovative, and educational opportunities to unify our community. Energize Escondido!

VISION STATEMENT

Dedicated to being the essential resource for an active, safe, and successful community, the Community Services team provides:

- Innovative programs that promote health and well-being
- Positive community partnerships and connections
- Opportunities to explore individual interests and
- Life-long learning and personal development

Resulting in an Energized Escondido!

VALUES STATEMENT

With pride, the Community Services team upholds our civic responsibility in carrying out the goals and objectives of the Mission statement through:

Embracing

Neighborhoods

Encouraging

Responsibility; and

Guiding

Imagination to promote a

Zeal for an

Energized Escondido!

PROGRAM OVERVIEW

TINY TOTS PROGRAM PHILOSOPHY

We believe that the early years are the foundation to a child's enjoyment of a full life in succeeding years. Their experience should foster their emotional, social, physical, and intellectual development. Our goal is to provide a well-rounded activities designed to meet a child's developmental needs in an atmosphere of fun, respect, and understanding. We believe that optimal growth can occur when parents and staff work cooperatively with one another in anticipation of meeting these needs.

LEARNING ENVIRONMENT

The program is both child-initiated and instructor-directed, with activities that are designed to promote a child's growth and development. Children are placed in the classroom according to their age. Staff will assist students by providing age-appropriate materials and activities.

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

Our goal is to help develop the whole child in an atmosphere of courtesy and fun. We aim to create a classroom that will foster the development of self-confidence, responsibility, and independence. With supportive, positive guidance from staff and parents, we can expect to see these results.

AGE-APPROPRIATE CLASSES

It is important that children are enrolled in the classes that will benefit them the most. Children are placed in age-appropriate classes that are designed to support them socially and challenge them academically. ***Spots are limited to keep stable groups of 12 or less.***

Wee Tots – An introduction, 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.

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.

REQUESTS FOR ACCOMMODATION

If your child needs accommodation to fully participate in the Tiny Tots Program, feel free to speak with the Tiny Tots Instructors. You may also contact the Community Services Department staff for an [Inclusion Support Request Form for Minors](#). Please complete and present all requested information to the Community Services Department at least two (2) weeks prior to the start of class.

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.

REGISTRATION & FEES

REGISTRATION

In-person registration is required and classes are filled on a first-come, first-served basis with waiting lists as necessary. In order to maintain stable groups of 12 or less, space is limited.

Registration packets available July 6, 2020

Open registration begins July 13, 2020

Classes begin the week of August 24, 2020

Miss Kathie will be teaching Wee Tots (M) and Little Tots & Super Tots on (T/TH)

Miss Mani will be teaching Little Tots (W/F) & Super Tots (M/W/F)

PAYMENT DEADLINES & LATE/REINSTATEMENT FEES

Parents are responsible for paying all applicable fees by the associated deadlines, typically the second Friday of each month (see yearly calendar for specific dates). A \$25 Late/Reinstatement Fee will be assessed for all participants that miss the payment deadline.

PROGRAM FEES

The Tiny Tots Program (Little Tots and Super Tots) is considered a yearlong program that is divided into monthly payment installments. Please note the following fees, see registration packet or recreation guide for specific detailed costs.

- Wee Tots – \$23-\$56, 2-5 weeks/class
- 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
- Summer Tots – \$98-\$110, 3 weeks/camp

LATE PICK-UP FEE

Parents that are late in picking up their student from the program will be charged a late pick-up fee. This fee is designed to offset the added costs associated with supervising children beyond the program end time. Parents are allowed a five (5) minute grace period, then a \$1 per minute fee will be added as calculated from the end of class. If we are unable to contact anyone 30-minutes beyond the class end time, we are authorized to contact the police and have the student escorted home.

FORMS OF PAYMENT

In person payments only accepted at City Hall or East Valley Community Center (EVCC)

- Credit/Debit Card: Visa, MasterCard
- 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 Community Services Department at City Hall or the East Valley Community Center.
- *Phone-in and in class payments are not accepted, unless you have a credit card saved on your file.*

REFUND POLICY

- If you are unable to attend the class 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.
- All requests for refunds or credit on account must be made prior to the last class.

CLASS INFORMATION

ARRIVALS

Please make sure your child arrives on time. Our Staff will facilitate the drop-off of your child by the gate closest to the building and will be the ones to sign-them in. Daily contactless temperature checks will be conducted as children arrive.

If your child is having trouble separating from you, we suggest you park and try to encourage your child to exit when they see their teacher. At this time for our safety and yours, it is recommended to remain in your vehicle, but should you have to walk your child up, please remember to wear a mask and practice social distancing.

The first class activity your child will participate in, is designed to allow children to explore the classroom, socialize with friends and teachers, play with manipulative toys, and participate in other activities the teacher has planned for that period. This free-choice time helps children to feel comfortable and will aid the transition into the structured circle time that follows.

DEPARTURES

At the end of class, our Staff will be the ones to dismiss the students to their parents and sign them out. They will be the ones to call the child when their parent is here to pick them up. Please wait outside the classroom, wear a mask, and practice social distancing while waiting.

- If someone else is picking up your child on that day, please notify Staff when you arrive that morning. We suggest that you also discuss it with your child. The person picking up the child must bring a picture ID.
- If you are delayed and you are planning to send someone to pick up your child, it is important that you contact us. If that person's name is not on your child's emergency form, please tell that person to be prepared to show a picture ID.
- **Late Charge** – As previously stated, a late pick up charge will be assessed for students that remain after class has ended and not picked up yet.
- In the event that your child is not picked up thirty (30) minutes after class is over and no one on his/her emergency form could be reached, we will call the Escondido Police Department. An officer will pick up your child and take him/her to the station located on 1163 North Centre City Parkway. A note will be posted on the door for you with the name of the officer responsible for your child's care. **Note:** The above situation is a serious matter as it is considered child abandonment by law. When you pick up your child, be prepared to be questioned by police.

SEPARATION

Adjusting to new people and a new environment can be challenging. Screaming, crying, kicking, hitting, and occasional tantrums are often a normal part of the separation process. We believe that separation should be accomplished gradually. If your child is displaying serious anxiety, you may need to accompany your child to help him/her become familiar with the teachers, classroom, and daily routine. Please speak with Staff should you need to have a private visit

inside the classroom. It is always helpful if you explain that you will pick him/her up at a specific time or after a particular activity.

Sometimes the parent, not the child, is the one experiencing separation anxiety. Often the child picks up on this and will inevitably display the same anxiety. For some parents this is a real issue as there is always a concern that their child is in a safe place and under the care of responsible and caring adults. If this is the case for you, please call us and we will meet with you before your scheduled class time to discuss classroom procedures. We want to address your concerns and help ease your anxiety. Our Staff will be available to help your child feel comfortable in his/her classroom and with the new people in his/her life.

CLOTHING

It is important that children enjoy all activities without concern about keeping their clothes clean. Please send your child in comfortable play clothes that he/she can easily pull up and down to use the restroom without the help of staff or parents. For safety reasons, your child should wear comfortable, closed-toe shoes for running and climbing.

HEALTH POLICY

If your child's temporary physical condition will NOT permit him/her to enjoy all activities, we suggest that he/she remain at home. The following are general guidelines for keeping children at home:

1. Temperature of 100° F that began within the past twenty-four (24) hours
2. Undiagnosed rash
3. Diarrhea or stomach ache within the past twenty-four (24) hours
4. Constant nose discharge (thick, yellowish)
5. Ear discharge
6. Eye discharge or infection
7. COVID Symptoms

Our facilities are not equipped to care for children who are ill. A child who gets sick during class will sit at a table away from the other children while we call someone to pick him/her up. Please keep names and phone numbers on your child's emergency form up to date.

Please let us know if your child is allergic to certain foods (peanuts, etc.) or materials (paint, playdough, etc.). We will ask you to give us a list of these items to be put on the Staff's board as a reminder. We do not administer prescribed or over-the-counter medication in the classroom.

EXTRA SAFETY MEASURES

Due to COVID, it is important that we take extra safety measures to ensure the safety of not only your child, but the staff. The following are modifications we have made in the classroom:

- In order to keep stable groups of 12 or less, only students and staff are allowed in the classroom.
- Staff will be wearing face coverings during class and it is encouraged that your child wear a facemask, but it is not a requirement.

- We have added additional breaks to wash our hands and in order to practice social distancing, there will be limited chairs at the tables and children will sit on colored assigned poly spots during circle time.
- Although temperature checks will be conducted daily, we please ask that you keep your child home if they are feeling ill or are sick.
- We have built in additional time before, during, and after class to properly clean and disinfect high-touch areas, tables, chairs, toys, and equipment.

SHARING TOYS

Show-and-tell is part of our daily activity. Your child's share day will be assigned the first week of class. This gives children the opportunity to share their toys with the class and encourages language development. Before we begin the activity, we will make sure everyone has properly washed their hands. We feel very strongly about toys that represent violence: **Toy guns, swords, and knives are absolutely not allowed in the classroom**, as they may encourage negative behavior in young children. Please use good judgment in selecting toys that you send to school. Wholesome, age-appropriate toys that contribute positively to children's intellectual and social/emotional development are always enjoyed by the class.

PETS/ANIMALS IN THE CLASSROOM

Animals are not permitted in City facilities, with the exception of service animals. Exceptions may be granted to facilitate student learning, **but only with prior approval from Staff**.

DISCIPLINE

Our aim in discipline is to correct inappropriate behavior without hurting a child's self-esteem. This requires identifying the wrong behavior, speaking to the child firmly but kindly, explaining why the act is wrong, and applying the reasonable disciplinary measure.

It is important to define acts that constitute inappropriate behavior so that we do not discipline children unnecessarily. We need to remember that preschoolers are eager to learn, so most of the things they do are reflective of their curiosity. The "mess" they make during playtime, "untimely remarks" during circle time, touching other people's property, and climbing the fence are all part of the developmental and learning process.

Inappropriate behavior is one that causes physical or emotional harm to others. Hitting, pushing, kicking, biting, name calling, or making other children objects of ridicule are unacceptable and will be dealt with immediately. If your child displays this type of behavior on a regular basis, please let the teacher know so that she will be prepared to handle situations should they arise.

FIELD TRIPS

Field trips will be scheduled for the classes during the course of the school year and may include walking trips, such as a trip to a nearby park. Other field trips will require parents to meet Staff at various locales, such as an elementary school for a kindergarten visit or a picnic with a local farmer.

Children's safety is our primary concern so we require parent participation during field trips, with a ratio of one adult to every two or three children. Parents must sign a separate consent form for each trip. ***At this time, in order to maintain a healthy, safe program environment, field trips will not be a part of the curriculum this year.***

SNACKS & LUNCH

Every parent is responsible for making sure that their child has been fed a nutritious and low in sugar meal before the start of class. With all the fun activities planned, there will not be snack or lunch break built into the schedule. However, we do recommend that your child bring their own personal water bottle with their name on it to stay properly hydrated throughout the day.

CONTACT INFORMATION

GENERAL INFORMATION

Community Services Department 760-839-4692
City Hall, 201 North Broadway, Escondido 92025

East Valley Community Center 760-839-4382
2245 East Valley Parkway, Escondido 92027

FACILITIES

Tiny Tots Preschool, *Don E. Anderson Community Building (DACB)* 760-839-4535
120 Woodward Avenue, Escondido 92025

PROGRAM STAFF

Miss Kathie, Tiny Tots Instructor
Miss Cynthia, Tiny Tots Aide
Miss Mani, Tiny Tots Instructor
Miss Nicole, Tiny Tots Aide

Annabel Jamison, Community Services Supervisor
Robert Rhoades, Community Services Manager