



# Tiny Tots



## *Parent/Guardian Handbook*

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## **Welcome**

Welcome to Tiny Tots. The Chula Vista Parks & Recreation staff are dedicated to quality early childhood education and recognize that the first years of life reflect the most rapid mental and physical growth of the child. We believe this requires a wide variety of activities incorporating social and mental interaction. At Tiny Tots, we promote the child's self-esteem through a stimulating environment and excellent learning programs planned for specific ages. The following handbook has been prepared to help you understand our policies and procedures. We hope it makes your child's time spent at Tiny Tots a positive growth experience. Please read it carefully and let us know if you have any questions. We look forward to a warm and rewarding friendship.

## **Mission Statement**

We enrich our community through recreation opportunities and services.

## **Vision Statement**

Our vision is a community that achieves learning, self-discovery, balance, and essential life skills through recreation.

## **Goals and Philosophy**

We believe the first five years of a child's life are the most formative in their development. We strive to offer a program of high quality, which challenges each child to develop to the fullest potential. We recognize each child as a unique individual and appreciate, respect their qualities. The Tiny Tot Staff is dedicated to meeting the following goals:

1. To provide an atmosphere in which each child can develop to their full potential.
2. To develop happy self-confident children.
3. To help children learn how to get along with others.
4. To allow children to learn through play.
5. To expand and develop motor skills which enhance learning.
6. To provide a safe and secure environment.

## **Hours of Operation**

Tiny Tots is conducted twice a week 9am-11:50am at the following locations:

Heritage Community Center  
Monteville Community Center  
Otay Community Center  
Parkway Community Center  
Salt Creek Community Center  
Veterans Community Center  
(actual days may vary at each center)

# General Policies and Procedures

## **Age Requirements**

3-5 years old (must be 3 on the first day of class)

## **Registration**

Enrollment applications are accepted throughout the year on a space available basis. Tiny Tots accepts children of any race, nationality or ethnic origin to all the rights, privileges, programs and activities generally made available to children in the program. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of its registration policies or other administered programs

## **Special Needs Inclusion Philosophy**

Chula Vista Parks & Recreation is committed to serving the needs of our community through inclusive opportunities. We provide an atmosphere in which persons with and without special needs can interact, play, and socialize with their peers in an all-inclusive, supportive environment. We have been providing inclusion since 2002 for children, teens and adults in all citywide programming. Chula Vista Parks & Recreation is dedicated to ensuring all levels of employees are committed to inclusion. Please notify the supervisor a minimum of 2 weeks in advance if an Inclusion Assessment is necessary.

## **Registration Fees:**

Registration fee per child will be required at the time of enrollment either in person or through our website at [www.chulavistaca.gov/rec](http://www.chulavistaca.gov/rec). Please refer to the Class Directory for registration fees and dates. Some additional materials fees may apply.

\*Please note: Refunds will only be issued in the event that the session is cancelled.

## **Sign-In and Out Procedures**

All children must be signed in/out each day by an authorized adult listed on the *Designated Signer Form*. Valid ID will be required for all pickups. Parents must give authorization in writing, if anyone else will be picking up the child.

## **Arrival**

Parents must sign their child in each meeting and drop their child off at the designated start time **ONLY**. Please do not drop your child off earlier.

## **Pick up**

Children must be picked up promptly at the scheduled release time. The Tiny Tots Staff will make every attempt to contact the parent/ guardian if you are not there to pick up your child on time. If the Staff is unsuccessful in contacting any authorized person(s) to pick up the child within 30 minutes of release time, they

will contact the Chula Vista Police Department. If the child repeatedly remains at the Center past release time, they may be dropped from the program at the discretion of the Recreation Supervisor. \*Late fees will be charged.

### **Unauthorized Pick Up of a Child**

If an unauthorized person or one who is incapacitated comes to pick up a child, the Staff will not release the child to that person. If the person attempts to use force, 911 will be called.

### **Snack**

Children are encouraged to bring a healthy snack and drink each day.

### **Children's Personal Belongings**

We ask that children do not bring personal items from home unless it is their designated "Sharing Day". All necessary items (i.e. jackets, lunchboxes) should have your child's name on it. Staff will not be responsible for any lost, stolen, or broken items.

### **Birthdays**

Birthdays are special days. If you would like to celebrate a birthday during the session, please notify the Staff at least one (1) week in advance, so that arrangements can be scheduled. If you would like to bring a food item to share, it must be store bought and sealed in its original package.

## **Clothing**

Your child will be active indoors and out, so clothing should be both comfortable and suitable. Children must wear closed toed shoes (no sandals please).

## **Potty Training**

All children must be fully potty-trained before starting Tiny Tots. Potty-trained children no longer wear diapers/pull-ups, can tell the teacher when they need to go to the bathroom, and can attend to their own hygiene. If your child has an accident while at Tiny Tots, a parent/guardian will be notified, and your child will have to be picked up.

## **Cubbies**

If available, cubbies will be assigned to each child. Your child's work will be filed there, along with any other information. Please check this daily.

## **Equipment**

We have carefully selected all supplies and equipment. We have art, puzzles, books, science, music, a play area and games for developing fine motor skills.

## **Sharing**

Sharing is a social and educational experience. Your child will be given one day a week to share. A special treasure from home, a book, stuffed animal would make an appropriate item to share.



# Daily Schedule

(example-will vary at each site)

9:00am-9:20am: **Arrival/Free Choice Activities**

9:20am-9:40am: **Calendar/Sharing**

9:40am-10:15am **Activity Stations**

10:15am-10:30am: **Story time**

10:30am-10:55am: **Snack**

10:55am-11:10am: **Craft/Writing**

11:10am-11:15am: **Clean Up**

11:15am-11:30am: **Music**

11:30am-11:50am: **Playground**

11:50am **Dismissal**

## Activity Descriptions

**Free Choice Play** This is a time when children learn valuable life skills such as taking turns, sharing, and cleaning up. Gives opportunity to use their imagination and develop large muscle coordination.

**Circle Time** Calendar, Weather Chart, Letters of the week, Numbers of the Week, Sight Words, and Sharing Time

**Center Stations** We use a hands-on approach revisiting skills learned in language arts, math, and science. We practice recognizing the numbers of the week, counting, and adding. We work to develop fine motor skills and tactile learning. Your child will participate in a variety of activities increasing vocabulary and general knowledge. These activities will encourage curiosity, help the child discover natural laws, and become more aware of his/her surrounding world.

**Story Time** Our theme related books help us to learn rhymes, repetition, sequencing, and valuable reading strategy skills such as predicting, asking questions and comprehension building.

**Snack Time** Life Skills. Children learn how to use good manners, talk nicely to friends, help the teacher, and clean up.

**Arts & Crafts** We use a variety of materials so your child may experience the joy of creating by cutting, gluing, coloring, and painting. Our goal is the process of creating instead of the final product.

**Music & Movement** Music is used to express emotions and is a source of joy. We use tapes, CD's, rhythm instruments, ribbon sticks, singing, clapping, and body movement.

**Outdoor Play Time** Children learn how to treat others kindly, take turns, and practice safety on the playground. Children have the opportunity to exercise and develop large muscle coordination.



## Health and Safety

At Tiny Tots, we are dedicated to providing a safe and healthy environment. Please do not bring your child to the program if he/she is displaying sickness or has a fever. Children will be visually screened as they enter the facility. If a child exhibits signs of illness (fever, cough, etc) they will not be able to attend that day.

### **If your child becomes ill at the Center**

If the child becomes sick while at the Center, the child will be isolated (when possible) from the other children. The parent, or persons named on emergency contact form will be called immediately to come pick up the child.

Parents must pick up any child:

- who has a reportable illness or condition that is contagious;
- with chicken pox until the child is no longer infectious or until the lesions are crusted over
- who has vomited since arriving that day
- who has had any abnormally loose stools since arriving that day
- who has contagious conjunctivitis or pus draining from the eye (pink eye)
- who has a bacterial infection and has not completed 24 hours of antibiotics
- who has unexplained lethargy and is unable to participate in all the regular activities of the day

- who has a 100 degree Fahrenheit temperature or above before fever reducing medication is given
- whose temperature has not been below 100 degrees for 24 hours
- who has an undiagnosed rash or a rash attributable to a contagious illness or condition
- who requires more care than the teacher can provide without compromising the health and safety of the other children in care

\*In some cases, a doctor's note may be required to return back to the program.

### **Notification of Contagious Reportable Disease**

If children are exposed or have a contagious reportable disease, this will be reported to all parents by the Recreation Supervisor in the form of a sick note. Parents must inform department administration at 619-409-5979 within 24 hours if their child has a contagious disease.

### **Medication Policy**

Staff cannot dispense, distribute or monitor medications.

### **Accident or Emergency Procedures**

If your child suffers a minor injury at the Center, the Staff will administer simple first aid such as washing the injury, applying ice, and bandaging. Staff will fill out an incident report and the parent will be notified. If the injury is more serious in nature, we will contact the parent immediately,

If the child suffers a serious injury that requires the services of a doctor, the following procedure will be followed:

1. Call parent or guardian.
2. Call one of the persons listed for emergencies.
3. In the case that the above fail, we will call an ambulance or paramedic team and have the child taken to an emergency hospital with a Staff person accompanying in the paramedic's van or ambulance.

\*If an injury is severe, procedures 1-3 will be waived, and 911 will be immediately called

## **Safety**

Each morning the Staff will make a visual inspection of the Center and correct any potential hazards. Staff will use good judgment and prevention techniques to avoid all hazards.

## **Abuse/Neglect of a child**

All suspected abuse and neglect will be reported by our Staff to Child Welfare Services. As mandated reporters, we are legally required to report any suspected abuse or neglect of a child within 24 hours of the suspected abuse or neglect.

## Behavior Management

Our Staff is dedicated to providing a safe, fun environment. We believe in rewarding and praising good behavior through positive reinforcement. We have established a few clear and simple rules in the program that will help your child enjoy a security that will enhance his/her learning.

These are the rules we expect our Tiny Tots participants to follow:

1. We listen to Staff at all times.
2. Hands (and other body parts, such as feet) are for helping and not hurting.
3. We use words that help others and make others feel good.
4. We ask for things that we need or want in nice ways (using appropriate and polite words) to both Staff and other children.
5. Our feet walk when we are in the classroom.
6. We clean up our toys and other materials when it is time.
7. Equipment and materials must be used in appropriate ways.

## Progressive Discipline

1. **Verbal:** Verbally reminds a child in positive terms of acceptable behaviors (i.e. "Blocks are for building, not for throwing. Let's see what we can build with these blocks.").
2. **Redirection:** Redirects a child's activity to an area that may be more calming or involving (i.e. water/sand play, play dough);
3. **Time-out:** Only if necessary, removes the child from the immediate activity briefly until she/he is able to regain a measure of self-control. This calming time is taken near the activity center, not in isolation, and generally the child determines when she/he is ready to re-enter the activity.
4. **Parent Conference:** A conference may be scheduled if the above procedures are not effective. We hope that parents will assist in helping the child understand what behavior is expected in the program.
5. **Expulsion:** If the behavior persists, the child will be expelled from the Tiny Tots program. No refunds will be issued if your child is expelled.



## **Parent/Staff Communication**

We have many forms of communicating with the parents. Listed below are a number of ways the Staff, Supervisor and parents can be in communication with each other.

### **Please tell us if . . .**

1. Your child has any allergies
2. Your child has any fears we should be aware of
3. Your child had a bad night's sleep
4. He/she was ill recently
5. Something upsetting happened
6. Something fun or exciting happened
7. If your child's behavior or mood is different than usual
8. Your child has been exposed to a contagious disease
9. Any holiday celebrations that you do not want your child to participate in
10. Your child verbalizes feelings about the Center or Staff, or
11. Any updates to the emergency contact list

### **We will tell you . . .**

1. about your child's day
2. if your child got upset about something
3. anything else we feel you should know

## **Your Registration Packet Includes**

The registration packet contains information we need in order to better care for your child, and emergency contacts. These forms are confidential, and the contents will not be discussed with anyone but our Staff.

1. Parent Handbook
2. Participant Information Form
3. Designated Signer Form
4. Program Agreement

The Center is not responsible for any omitted or incorrect information submitted in the registration packet. Parents are responsible for making changes in address, phone number, emergency contacts, etc.

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