



TINY TOTS PROGRAM

2022/2023

PARENT HANDBOOK



CITY OF PLACENTIA
**COMMUNITY
SERVICES
DEPARTMENT**

WELCOME

Welcome to the City of Placentia Tiny Tots Program! This Parent Handbook provides program information and policies that will assist you with a thorough understanding of the overall Tiny Tots Program. Our staff is committed and dedicated to preparing your child with the skills necessary for kindergarten readiness.

PHILOSOPHY

The Tiny Tots Program recognizes the unique and individual needs of each child. We know every child learns and develops independently at their own pace. Therefore, our program is designed to facilitate with the uniqueness of each child promoting kindergarten readiness and an enriching learning environment.

ELIGIBILITY

Participants must be at least 3 years old by the first day of the class and fully potty-trained. Please note, pull-ups are not permitted. **Toilet training is required for all participants enrolled in the program.**

The Tiny Tots Program reserves the right to postpone a child's participation based on readiness. In the event our staff determines that a child is not ready for our program, the parent(s)/guardian(s) will be contacted and the child will be dropped from the program. **No refunds will be issued in the event our staff determines a child is not fully potty-trained.** The child may enroll in a future session upon readiness.

REFUND POLICY

No refunds are permitted and may only be considered under extenuating circumstances. Such requests must be submitted for review and consideration to the Program Coordinator via email: eanquiano@placentia.org. No refund is guaranteed and will be determined at the discretion of the Program Coordinator.

ATTENDANCE

Please be sure to drop-off and pick-up your child on-time. The program promptly begins at 9:30 a.m. and ends at 12:30 p.m. Our staff will request a valid ID upon pick-up to ensure your child's safety and give us time to become familiar with each other.

In the event you are sending a friend or relative to pick-up your child, please inform the program staff as soon as possible. We ask that you provide the person's name and contact information as they will be asked to present a valid ID upon pick-up.

SESSION SCHEDULE

The Tiny Tots Program is organized into seasonal sessions and can range from three to six weeks at a time per session. The program hours of operation are Monday thru Thursday from 9:30 a.m. - 12:30 p.m. and are closed on Friday's and holidays.

There are three ways to register:

ONLINE: Register Online | Placentia, CA - Official Website www.placentia.org

WALK-IN: Visit the Placentia City Hall Community Services Department located at 401 E. Chapman Ave. Placentia, CA 92870. City Hall hours of operation are Monday thru Thursday from 7:30 a.m. – 6:00 p.m.

ONSITE: The Tiny Tots staff may accept registration and payment if space is available. **You may only pay by credit card.**

DAILY SCHEDULE

Drop-off and Free Play: Doors will open promptly at 9:30 a.m. each morning and children will have ten minutes of free play allowing children to choose their activity throughout the room.
Sign-in/Sign Out: All children must be signed-in by their parent(s)/guardian(s) upon drop off and signed-out upon pick-up.
Circle Time: The children will find their spot on the carpet and participate in the flag salute, learning activity, story-time, music, etc. This is the time where various learning enrichment activities occur including days of the week, months of the year, alphabet, and numbers.
Center Time: The children will participate in various learning enrichment activities that include reading, math, science, language development, fine motor skills, and social-emotional development. The daily enrichment activities are designed in the lesson plans created by staff and change day-to-day.
Snack Time: The children will be provided with a light snack. They are welcome to bring their own lunch. Please inform our staff of any food allergies your child may have.
Outdoor Time: The children will participate in outdoor activities weather permitted. These activities focus on sensory motor skills along with fine motor skills.
End of Day: The children will eat lunch and socially interact with each other until they go home.

SNACKS

Classes have a scheduled snack time each day. As mentioned, a light snack will be provided to each participant. Children are welcome to bring their own lunch. Please make sure your child has a water bottle to stay hydrated.

SUGGESTED ATTIRE

Please send your child to Tiny Tots in comfortable and washable clothing due to a variety of activities including outdoor play and painting. Please send your child with a backpack and extra set of clothing and under clothes in a zip-lock bag labeled with their name. These garments will be placed in their personal cubby closets. **Closed-toe shoes are MANDATORY.**

BITING POLICY & PROCEDURE

Our biting policy addresses the action steps our staff will take in the event of a biting incident.

- The biter will immediately be removed from the area with a firm, “No, we don’t bite friends.”
- The bitten child will be comforted and the bitten area will be washed with water and soap. First aid action will be taken if necessary.
- A report of the incident will be made to the parents of both children and confidentiality will be maintained.
- If the biting incidents become frequent and often, the parents of the biter will be contacted by the Community Services Supervisor to discuss the behavior and possible dismissal from the class.

PROGRAM HEALTH STANDARDS

We strive to provide a clean and safe environment to our program participants as well as our program staff. Please help us maintain this environment and be cognizant of your child’s health needs by keeping them home if they are sick or potentially contagious.

Please notify Tiny Tots staff when your child has been diagnosed with a contagious illness and attended class during the incubation period. This will allow us to take appropriate measures and notify participants’ families.

COVID-19 PREVENTION

If your child is experiencing ANY symptoms, please communicate with our staff and keep your child home. Handwashing will be performed frequently to ensure sanitization. Please notify our staff if you or your child has tested positive for COVID-19.

SITE LOCATION INFORMATION

Koch Park Recreation Center
2210 Valencia Ave.
Placentia, CA 92870
(714) 572-0467

TINY TOTS STAFF

Eileen Anguiano, Program Coordinator
Kat Scarry, Sr. Community Services Leader
Zack Michelson, Community Services Leader

SUMMARY

This parent handbook has been created as a reference source regarding policies and procedures for the Tiny Tots Program participating families. Please feel free to contact Eileen Anguiano, Program Coordinator via email: eanguiano@placentia.org or via telephone at (714) 572-0467, should you have any questions.

ACKNOWLEDGEMENT AND AGREEMENT

In order to ensure your child obtains the best experience in the Tiny Tots Program, we request that families agree to the following:

1. Understand and agree to the refund policy.
2. Understand and agree to the biting policy.
3. Understand and agree that your child must be fully potty-trained. No pull-ups are permitted.
4. Understand and agree to the program health standards and COVID-19 prevention policies.
5. Complete and return your child’s information sheet on the first day of class. (Information sheet is on the next page.)

Parent(s)/Guardian(s) Signature:

Parent / Guardian 1

Parent / Guardian 2

Date: _____

TINY TOTS CHILD INFORMATION SHEET

Child's Name: _____

Class Day(s): ___ M-Th ___ M/W ___ T/TH
(Check mark the session your child is registered in.)

Age (as of the first day of class):

Parent(s)/Guardian(s) Contact Info:

Name(s): _____

Address: _____

Telephone: _____

Email: _____

What Language is spoken most often at home?

Are there any foods your child should not have? (For vegetarian, health reasons, religious reasons, etc.)

Please indicate the names and ages of any brothers and/or sisters:

What other preschool experiences has your child had?

Will your child be attending kindergarten next September? (Circle one)

Yes No

How do you expect your child to benefit/gain from participating in our Tiny Tots Program?

What word(s) does your child use when he/she has to go to the bathroom?

Does your child have any allergies or medical problems of which we should be aware, or that would prevent him/her from participating in any Tiny Tots activities?

Please indicate those persons who are **NOT** authorized to pick up your child:

Alternative contacts in case of an emergency:
(Name, relationship to child, cell/home/work telephone numbers)

1. _____
2. _____
3. _____

Alternative contact information for authorized adults to pick-up your child:
(Name, relationship to child, cell/home/work telephone numbers)

1. _____
2. _____
3. _____