



# TINY TOTS Preschool Program

## 2024 / 2025 Information Packet



The Carmichael Recreation and Park District (CRPD) Tiny Tot program is focused on developing a positive self-image by emphasizing the emotional, physical, social, and cognitive development of the child. We understand that children develop at different levels, therefore, we allow the children to proceed at their own pace. Our ultimate goal is to teach children to respect themselves and those around them.

**Social Experiences: Ages 3 – 4**

**Kindergarten Readiness: Ages 4 – 5**

For clarification about the differences and/or age requirements of the courses, please reach out to the Recreation Supervisor at [cwiggins@carmichaelpark.com](mailto:cwiggins@carmichaelpark.com)

## General Information

**Location:** Tiny Tot Room (Veteran’s Building)  
5750 Grant Avenue  
(916) 972-7647

La Sierra Community Center Office  
5325 Engle Road #100  
(916) 483-7826

**Contact:** Nicole Weathersby  
Tiny Tots Teacher  
[tinytots@carmichaelpark.com](mailto:tinytots@carmichaelpark.com)

Brandy Joyce  
Assistant Teacher

Cameron Wiggins  
Recreation Supervisor  
(916) 306-5514  
[cwiggins@carmichaelpark.com](mailto:cwiggins@carmichaelpark.com)

Brooke De Los Santos  
Recreation Coordinator  
(916) 283-7386  
[bdlossantos@carmichaelpark.com](mailto:bdlossantos@carmichaelpark.com)

**Hours:** 9am - 12pm

**Program Dates:** August 19, 2024 – May 23, 2025

<b>Closure Dates:</b>	September 2 November 11 November 25 – 29 December 23 – January 6 January 20 February 17 – 21 April 14 - 18	Labor Day Veteran’s Day Thanksgiving Break Winter Break Martin Luther King Jr. Day President’s Week Break Spring Break
-----------------------	--	--

**Fees:** Payment must accompany registration. Monthly fees are due no later than the “Registration Closes” date below. Once registered for session 1, priority registration is available for children in the program for future sessions. Registration is made available for all each session once priority registration deadline is reached. **Any registration received after the deadline will be assessed a \$10 late fee.**

Session	Session Dates	Priority Reg. Deadline	General Reg. Opens	Registration Closes (4pm)	Program Closure Dates
1	8/19/24 – 8/30/24	--	4/16/24	8/16/24	--
2	9/3/24 – 9/27/24	8/23/24	8/24/24	8/30/24	9/2/24
3	9/30/24 – 11/1/24	9/23/24	9/24/24	9/27/24	--
4	11/4/24 – 11/22/24	10/25/24	10/26/24	11/1/24	11/11/24
5	12/2/24 – 12/20/24	11/20/24	11/21/24	11/29/24	--
6	1/6/25 – 1/31/25	12/27/24	12/28/24	1/3/25	1/20/25
7	2/3/25 – 2/28/25	1/24/25	1/25/25	1/31/25	2/17 – 2/21/25
8	3/3/25 – 3/28/25	2/21/25	2/22/25	2/28/25	--
9	3/31/25 – 4/25/25	3/21/25	3/22/25	3/28/25	4/14 – 4/18/25
10	4/28/25 – 5/23/25	4/18/25	4/19/25	4/25/25	--



## HOW TO REGISTER

- 1) Online by visiting [recpro.carmichaelpark.com](http://recpro.carmichaelpark.com)
- 2) In person via this form: Circle the sessions you are paying for. You are only paying and registered for the weeks you indicate on this form. You can turn this form in to our La Sierra Community Center Office, 5325 Engle Rd., Suite 100, Carmichael, CA 95608
- 3) Session 1 registrations must be done online or in-person. Additional registrations for future sessions can then be completed by calling (916) 483.7826, or email [regina@carmichaelpark.com](mailto:regina@carmichaelpark.com).

Once registered for session 1, priority registration is available for children in the program for future sessions. Registration is made available for all each session once priority registration deadline is reached. **Any registration received after the deadline will be assessed a \$10 late fee.**

The Carmichael Parks Foundation offers fee assistance through their Youth Scholarship Program. For more information on the Youth Scholarship Program you can visit:

<https://www.carmichaelpark.com/youth-program-partial-scholarships-now-available>. If you think your child might be eligible, you can contact our District Office at (916) 485-5322 ext. 29.

## HEALTH AND SAFETY

The CRPD Tiny Tot program requires a report on the child's history, including a copy of the child's current immunization record and any emergency I.D. information. California State Law requires that all children attending our Tiny Tot program have current immunizations. Please bring proof of immunization.



**Important Note** – In the event of illness, please keep sick children at home as they will benefit more by returning to class well rested and healthy. Further, the instructor should be notified immediately if by chance the child is diagnosed with a communicable disease, such as Pink Eye, Strep Throat, Head Lice, Chicken Pox, Measles, or Mumps.

Should the child become ill during class, the parents will be notified and asked to pick the child up. It is the policy of the CRPD Tiny Tot program that medications will not be dispensed during class time. In the event of an emergency, certified personnel will administer appropriate First Aid procedures. If an extreme situation should arise, 911 will be called and the parent will be notified.

**Registration Checklist** – Please have the following submitted prior to the start of your participant's first day of program:

- Health History Form
- Emergency Form
- Copy of Immunization Records
- Please make us aware of any specific allergens, medical conditions, or other circumstances as they may require additional paperwork.

## ATTENDANCE

Doors will open at 9:00am at which time you must sign your child in. Prior arrangements and authorization are required when someone besides the parents/guardians will pick up the child. A sign-in/sign-out sheet will be inside the classroom by the door for parents/guardians to use. Classes will end promptly at 12:00pm (noon). Please contact the instructor if you will be late picking up your child.



## DAILY SCHEDULE

The schedule can differ day to day but here is a general idea of what a normal day would be:

- Check-in / Group Play
- Small Group Stations
- Circle Time / Carpet Time
- Arts & Crafts
- Social Time / Snack Time
- Exercise / Outdoor Time
- Fine Motor Activity Skills

## SNACK AND SHARING

Please pack your child a beverage and a nutritious snack to bring with them to preschool. A full lunch is NOT necessary.

**NOTE: Tiny Tots Preschool Program is peanut/nut free. Do NOT send any nut foods to the program with your child. This is a safety precaution for all of the children, thank you.**



## FIELD TRIPS

There may be field trips planned during the program year. If you want your child to participate in the field trips, a small fee for each may be required. Transportation to and from the field trips will be the responsibility of the parents and parent participation will be encouraged. You can make arrangements to carpool with other children from the class if needed.

## DISCIPLINE

The instructor will attempt to demonstrate to the child the inappropriateness of the child's action(s). This will be followed by suggestions of alternative forms of behavior. If reasoning should fail and three warnings have been given, then the child will have a "Time-Out". If problems should continue a Parent-Staff conference will be scheduled. After all other behavior modifications have been exhausted; we reserve the right, and have the authority, to dismiss the child from the program. Physical behavior is not allowed in our programs. Any child who demonstrates physical behavior may be dismissed from the program handled on a case-by-case basis. CRPD Tiny Tots program follows the **No Bite Policy**, one warning will be given. If a second occurrence were to happen, the child may be removed from the program.

## **CLOTHING**

For the safety of your child, closed toed shoes are required. Clothing should be appropriate for outside play as well as messy arts and crafts. If your child has occasional bathroom accidents, please bring a change of clothes in a bag with their name on it.

## **BATHROOM PROCEDURES**



All children must be toilet-trained and able to take care of their own bathroom needs prior to enrollment in the Tiny Tot program. Please speak to the instructor if you have any questions regarding this.

## **HOLIDAY OBSERVANCES**

In the CRPD Tiny Tot program, we understand that holidays and birthdays are important to children. We enjoy celebrating these times with the children, but we can also appreciate how certain holidays are celebrated by different beliefs. Therefore, to remain neutral in our participating families' given beliefs, all holidays are celebrated without religious slant.

If you would like to have your child celebrate their birthday with the class, please talk to your child's teacher beforehand to make sure those who may have food allergies are notified. It is important to provide an inclusive environment for all of the kids so please do not hand out invitations for parties during school hours unless the whole class is invited.

## **EMERGENCY PROCEDURES**

Instructors teach and review with children various emergency procedures.

- Fire & Lock Down Drills – Where to go, what to do, and practice time.
- Strangers – On walking field trips to the back of the park, instructors review safety measures to take including not to talking to strangers, staying with class, etc.
- Animals – Watching out for stray animals and what they should and should not do.

## **INSTRUCTORS/DISTRICT STAFF**

The program has a head instructor and an assistant. They are on site with the children on a day-to-day basis. We fingerprint, drug test, and TB screen all staff that have direct contact with the children. Our on-site Maintenance employees are also fingerprinted. If the instructor or aide are ill, we will have recreation staff available to assist with the program. Our staff strives to create a nurturing, fun, and creative atmosphere for all children. We hope you enjoy our program.

# Tiny Tots Preschool Program Documents Checklist

- Please complete the following prior to your first day of the program.
- Please note that if you registered online the Registration form, waiver, and payment were already completed.
- Health History & Emergency Forms, Immunization Records and Medical Authorization Forms can be returned via email to:
  - [regina@carmichaelpark.com](mailto:regina@carmichaelpark.com)
  - [bdelossantos@carmichaelpark.com](mailto:bdelossantos@carmichaelpark.com)
  - [cwiggins@carmichaelpark.com](mailto:cwiggins@carmichaelpark.com)

## Online Registration

- Health History & Emergency Forms** – *Due prior to 1st day of Program*
- Copy of Immunization Records** – *Due prior to 1st day of Program*
- Medication Authorization Form\*** – *Due prior to 1<sup>st</sup> day of Program*

## In-Person Registration

- Registration Form** – *Due at time of registration*
- Agreement, Waiver & Release Form** – *Due at time of registration*
- Payment of 1<sup>st</sup> Month Fee** – *Due at time of registration*
- Health History & Emergency Forms** – *Due prior to 1st day of Program*
- Copy of Immunization Records** – *Due prior to 1st day of Program*
- Medication Authorization Form\*** – *Due prior to 1st day of Program*

\*Medication Authorization Form is only needed if participants require medication to be administered during program. This includes all medication taken on a regular schedule, and/or any emergency medication such as epi-pens or inhalers.