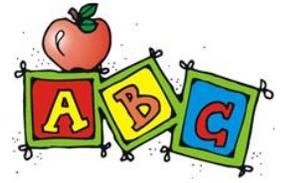


Carmichael



TINY TOTS

Preschool Program

2019 / 2020
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.

General Information

Location: Veteran's Building
5750 Grant Avenue
Carmichael, CA 95608

Phone: Tiny Tot Room
(916) 972-7647
tinytots@carmichaelpark.com

District Main Office
(916) 485-5322

Matthew Zimmerling
Recreation Supervisor
(916) 483-7826 x26
mzimmerling@carmichaelpark.com

Telly Freidenfelt
Recreation Coordinator
(916) 483-2991
Telly@carmichaelpark.com

Hours: 9am - 12pm

Program Dates: August 26, 2019 through May 29, 2020

Closure Dates:	September 2	Labor Day
	October 4	School Holiday
	October 7	School Holiday
	November 11	Veteran's Day
	November 12	School Holiday
	November 25-29	Thanksgiving Break
	December 23 – January 3	Winter Break
	January 6	School Holiday
	January 20	Martin Luther King Jr. Day
	February 17-21	President's Week Break
	March 16	School Holiday
	April 6 – 10	Spring Break
	May 25	Memorial Day

Fees: A \$50 non-refundable fee applies upon registration.

Payment Dates	Month	Social Experiences (Ages 3-4) T/TH	Kindergarten Readiness (Ages 4-5) M/W/F
Upon Registration	August/September	\$150 (R), \$160 (NR)	\$210 (R), \$220 (NR)
9/25	October	\$150 (R), \$160 (NR)	\$210 (R), \$220 (NR)
10/25	November	\$150 (R), \$160 (NR)	\$210 (R), \$220 (NR)
11/25	December	\$150 (R), \$160 (NR)	\$210 (R), \$220 (NR)
12/25	January	\$150 (R), \$160 (NR)	\$210 (R), \$220 (NR)
1/25	February	\$150 (R), \$160 (NR)	\$210 (R), \$220 (NR)
2/25	March	\$150 (R), \$160 (NR)	\$210 (R), \$220 (NR)
3/25	April	\$150 (R), \$160 (NR)	\$210 (R), \$220 (NR)
4/25	May	\$150 (R), \$160 (NR)	\$210 (R), \$220 (NR)

PAYMENT INFORMATION

Monthly fees are due on the 25th of the month and late if not paid by the 1st of the month. If the fee has not been paid by the 25th of the month, an email reminder will be sent out. If the fee is not paid by the 1st of the month, a \$10 late fee will be charged. If the prior month's fee is not paid by the 10th of the following month, your child will no longer be able to attend class until payment has been received. If fee payments fall a full month behind, your child will be administratively dropped from the program. If a child is dropped from the program and wishes to rejoin, a new \$50 registration fee as well as the first month's fee will need to be paid.

Fees shall be paid in one of the following ways:

- Dropped off at the District Main Office:
5750 Grant Avenue, Carmichael, CA 95608
- Over the phone by calling the District Main Office (916) 485-5322

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.

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 to pick up your child.



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.

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.

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 are field trips planned for the program year. If you want your child to participate in the field trips, a small fee for each may be required. Transportation will be the responsibility of the parents in which 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.

BATHROOM PROCEDURES



All children must be toilet-trained 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 any instructor is 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.



Hello Parents,

My name is Victoria Tsigonoff. You are welcome to call me Ms. Victoria...or as I'm known to many children, Miss Toria. ☺ I'm looking forward to being your child's teacher at the Tiny Tots Program. I can't wait to start some fun through energetic, musical, exploratory, and sometimes messy (in the name of art) learning in the classroom with your little ones.

As I take on the position of your child's new teacher, you can expect that your child will get a curriculum that meets their development cognitively, socially, emotionally, and physically. My philosophy is in teaching the "whole" child which means ensuring that students are safe, happy, and cared for in their environment. It also means that your child is supported and encouraged during their preschool journey and remains engaged as creativity and discovery take place in the classroom. While school readiness is important, I am a firm believer that children learn best through play.

The focal areas of learning that I will incorporate into the curriculum every week are:

- Math
- Science
- Language Skills
- Fine Motor Skills
- Gross Motor Skills

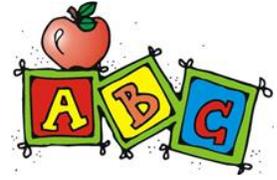
Most all of these areas of study will be incorporated into circle times, music and singing, art projects, free play, and outdoor play. I am very hands on so I enjoy doing many sensory related activities like making and playing with flubber, oobleck (corn starch and water), playdough, sand and water, along with the many other art projects we'll do in class. I'm also very musical. Music and movement in the classroom is great for all areas of development that are mentioned above. I will also implement worksheets for language and literacy skills like name, letter, and number recognition. However, I do not rely on them as a main source for those areas of learning. In my experience, children learn more through play that has math, science, and language skills incorporated into them rather than writing or tracing the letter 'A' over and over on a sheet of paper. Play is important for healthy brain development and allows children to be creative while preparing them for success later on in life, socially and emotionally.

As your child's teacher, I am here to make sure they enjoy their preschool experience to the fullest as they create, imagine, explore, and discover. I strive to create a positive environment in the classroom where safety, trust and respect is being met. This reigns true for you, the parent, as well. Communication is important and I'm more than happy to answer any questions you have for me and I will also update you on your child's progress and areas to work on. As I build a relationship with your child I hope to build one with you as well for the success of your child. Let's work together to ensure that success!



A Little About Me: I moved to Sacramento from Southern California in 2001 and have been working with children ages 6wks – 5yrs as a preschool teacher since April of 2002. I have an Associate's degree in Early Childhood Education and a certificate for Infant and Toddler Care (PITC). Helping children succeed in life is a passion of mine. It is absolutely a joy to me when children get excited about discovering and exploring new things. While I don't have children of my own yet, I have loved and cared for every student I have had the privilege of working with as if they were my own family. I do hope to be a parent and care for my own little ones someday, but for now, I'm a mama to a male guinea pig named Finnegan, who might make a classroom appearance from time to time. ☺ Some Favorites: I enjoy hiking, kayaking, camping, and other outdoor activities. I also love road trips, singing, doing Karaoke, games, movies, sushi, and tacos with friends and family.

Carmichael



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2019-2020
Information Packet

I acknowledge that I received a copy of the Tiny Tots Preschool Program Information Packet. It is my responsibility to fully read and understand the content of this packet, including the payment policy. By signing this form, I agree to everything stated in this information packet.

Please sign below and return this form along with a completed registration packet.

Child's Name: _____

Parent's Name: _____

Parent's Signature: _____ **Date:** _____