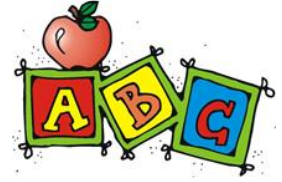


Carmichael



TINY TOTS Preschool Program

**2023 / 2024
Information Packet**

Registration Begins 4/11/2023



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

Designed for children 3-4 years old, children must be 3 on or before 8/31/23

Kindergarten Readiness

Designed for children 4-5 years old, children must be 4 on or before 8/31/23

General Information

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

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

La Sierra Community Center Office
5325 Engle Road #100
(916) 485-5322

Matthew Zimmerling
Recreation Supervisor
(916) 306-5514
mzimmerling@carmichaelpark.com

Courtney Onstot
Recreation Coordinator
(916) 483-2991
Courtney@carmichaelpark.com

Hours: 9am - 12pm

Program Dates: August 21, 2023, through May 24, 2024

Closure Dates:	September 4	Labor Day
	October 2	School Holiday
	November 9	School Holiday
	November 10	Veteran's Day
	November 20 – 24	Thanksgiving Break
	December 22 – January 8	Winter Break
	January 15	Martin Luther King Jr. Day
	February 19 – 23	President's Week Break
	March 25-29	Spring Break
	April 26	School Holiday

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	\$180 (R), \$190 (NR)	\$240 (R), \$250 (NR)
9/25	October	\$180 (R), \$190 (NR)	\$240 (R), \$250 (NR)
10/25	November	\$180 (R), \$190 (NR)	\$240 (R), \$250 (NR)
11/25	December	\$180 (R), \$190 (NR)	\$240 (R), \$250 (NR)
12/25	January	\$180 (R), \$190 (NR)	\$240 (R), \$250 (NR)
1/25	February	\$180 (R), \$190 (NR)	\$240 (R), \$250 (NR)
2/25	March	\$180 (R), \$190 (NR)	\$240 (R), \$250 (NR)
3/25	April	\$180 (R), \$190 (NR)	\$240 (R), \$250 (NR)
4/25	May	\$180 (R), \$190 (NR)	\$240 (R), \$250 (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 7th of the following month, your child will no longer be able to attend class until payment has been received. If fee payments are not made by the 15th of the month, your child will be administratively dropped from the program and your child's spot will be opened to other families. 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 La Sierra Recreation Office:
5325 Engel Rd #100, Carmichael, CA 95608
 - Registrations can be done in person or dropped off in our drop box
- Over the phone by calling the Office (916) 483-7826

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.

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.



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.

Carmichael



Tiny Tots Preschool Program

2023-2024

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: _____