

# Tiny Tots

*a recreation-based preschool program*



**2011-2012**

## **PARENT HANDBOOK**

### Preschool Location

*San Antonio Club*  
647 North San Antonio Rd  
Onsite phone:  
**650.949.2203**

### Kinder Prep Location

*Hillview Community Center*  
97 Hillview Ave Rm 14  
Onsite phone:  
**650.947.2885**

### Terrific 3's Program

Tuesdays & Thursdays  
9:30am to 12:00 noon

### Kinder Prep Program

Young 5's  
Monday through Friday  
8:45am-11:45am

### Fabulous 4's Program

Mondays, Wednesdays & Fridays  
9:30am to 12:00 noon

**Los Altos Recreation**

**650.947.2790 · [losaltosrecreation.org](http://losaltosrecreation.org)**

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# Tiny Tots Program OVERVIEW



Los Altos Tiny Tots is a social-recreation preschool program for three, four, and five year old children within The City of Los Altos Recreation Department. Each program has a maximum enrollment of 24 students.

The calendar closely follows the Los Altos Elementary School District calendar.

All students must be toilet-trained, no exceptions will be made.

## PROGRAM MISSION

Tiny Tots is a play-based preschool program with a philosophy that acknowledges and respects the uniqueness of each child. We

believe that a strong sense of self-esteem is developed through experiencing success in an age-appropriate environment, with a curriculum emphasizing social recreation and building positive self worth.

### TINY TOTS: Terrific Three's & Fabulous Four's Programs

Tiny Tots emphasizes physical, social and emotional growth in a fun, child-centered environment. Activities include arts & crafts, music, body movement, basic science, cognitive games, creative play, cooking, circle and story times. Children are engaged through all developmental areas, while allowing for individual differences in learning styles and encouraging creativity through play-based experiences. Parent participation is required. While formal academic progress is not monitored, basic pre-kindergarten activities are integrated into the curriculum to introduce fundamental concepts.

### KINDERPREP: Young Fives

Kinderprep was created for children who are not quite ready for the big step into Kindergarten or whose birthdays fall too close to the school district cut-off date. Kinderprep utilizes the Zoo-phonics Multisensory Language Arts Program, a kinesthetic, multi-modal approach to learning all aspects of language arts. Kinderprep also builds on the math, science and socialization activities from preschool. Activities include music & movement, games, arts & crafts, cooking, basic science & biology, sensory activities, field trips, as well as directed & self-directed play. Students must have turned four on or before June 1, 2007.

Tours are available by appointment only.  
Please call 650.949.2203 to arrange a tour.

Recreation Coordinator  
Leea Guy  
650.947.2890  
[lguy@losaltosca.gov](mailto:lguy@losaltosca.gov)

Preschool Director  
Rhonda Granlund

Kinder Prep Director  
Danielle Abrams

Tiny Tot Teachers  
Genie Ramon  
Sara Callahan  
Adam Takavol  
Vanessa Corzo

## Registration Guidelines

Enrollment in the Tiny Tots program includes one child and one parent helper per school year. The program calendar follows the Los Altos Elementary School District calendar.

You may register your child for Tiny Tots by either phone or in person.

### Phone-in Registration:

Please call the main Recreation Office at 650.947.2790 and use Visa, MasterCard or Discover Card to make your payment.

### Walk-in Registration:

The Recreation Office is located within the Hillview Community Center, 97 Hillview Ave, Los Altos. Check, cash and credit card payments are accepted for walk-in registration.

### Deposit:

A \$100 **non refundable** deposit is due at the time of registration to secure your child's place in Tiny Tots. This \$100 will be applied to your child's first tuition payment. First tuition payments are due **June 3, 2011**. If your first tuition payment is not received by June 3<sup>rd</sup>, your child's place will be forfeited.

### Potty Training

All Tiny Tot & Kinderprep students **MUST** be potty trained. Teachers and parent helpers are prohibited from changing diapers. In the event of an accident, you will be notified and must come to school to make a clothing change. Following three in-school accidents, arrangements will be made with parents to remove the child from the program and reserve his/her spot until he/she is fully potty trained ready to return.



## Daily Schedule

### 3's & 4's Sample Schedule (*actual times may vary*)

9:00 am Parent Helpers Arrive  
9:30 am Children Arrive: Inside Free Choice  
10:00 am Circle Time  
10:30 am Outside Play  
11:00 am Snack/Themed Art  
11:45 am Story and/or Sharing Time  
12:00 noon Dismissal

### Kinderprep Sample Schedule (*actual times may vary*)

8:45 am Welcome/Free Play (inside)  
9:15 am Clean up/Phonic/Phonemic Awareness  
10:15 am Snack + Free Choice of Outside Play  
Stations (Math, Language, Science, Practical Life, Sensory)  
10:45 am Multicultural Activity/Creative Curriculum  
11:15 am Math/Science  
11:45am Dismissal

School begins at 9:30 am and 11:45 am sharp! Please don't be late- it's important to have your child/children there on time. If you would like to meet with a teacher, please schedule an appointment outside school hours.



## Required Parent Participation (Terrific 3's & Fabulous 4's Program Only)



Enrollment in the Tiny Tots Terrific 3's and Fabulous 4's programs includes both the child *and* a parent helper. Tiny Tots Preschool is a parent participation program whose success depends on each family meeting its commitment. The benefits of parent participation include:

- More individual attention for each student and better overall supervision with a lower adult-student ratio.
- More opportunities for communication and timely feedback between teachers and parents.
- A wonderful opportunity to actively participate in your child's preschool experience.

Parents select between serving as an "Inside Helper" or an "Outside Helper". Signups are taken on the classroom bulletin board at the beginning of each quarter. **Each quarter's enrollment determines the volunteer commitment. One parent of each child is required to sign up for at least five (5) mornings per quarter and one Tiny Tot Community Involvement Event.** The Tiny Tots Program strives to actively engage in community events such as the annual Spring Egg Hunt, Pet Parade, Summer Concert Series, local farmer's market's etc. Participation in these events benefit the program, families and the community.

When selecting your participation mornings, please make sure three mornings are "Inside Helper" days (definition below). If your schedule permits, you are welcome to sign up for additional mornings!

## Parent Helper Hours

**When serving as a Parent Helper, it is important to arrive by 9:00 am.** This includes your child and any other children in your carpool. Your punctuality is critical to the coordination of the program. Parent Helpers park in the Teacher's Section (the gravel area adjacent to the building) on their helping days to prevent any traffic interference during drop off and pick up.



A minimum of two parents are scheduled to help each morning. Parent Helpers wear location-specific work cards with detailed instructions for the "Inside Helper" or "Outside Helper" tasks. Once the children have been dismissed at noon, parent helpers assist the teachers with any end-of-day tasks **BEFORE** leaving. Be sure to check with a teacher before leaving for the day.

OUTSIDE HELPER is responsible for setting up outdoor activities as instructed by the teacher and supervising children on the playground.

INSIDE HELPER brings 30 servings for the day's healthy snack and is responsible for setting up indoor activities as instructed by the teacher. Healthy snack guidelines are detailed below.

Siblings – Please do not bring siblings or other children to work on your parent helper day.

Substitutes - If you are unable to work your scheduled morning, you are required to find another adult family member or classroom parent to take your place in advance. You will receive a class directory to assist with finding a substitute. Please notify your teachers of any substitute in advance. Serving as a substitute fulfills one participation day for that quarter. Often parents are able to swap days to assist each other. If an emergency or unexpected illness occurs on your participation day (and they invariably will!), call the Tiny Tots phone line as soon as possible. the teachers as soon as possible: **650.949.2203**

## Snack & Birthday Treat Guidelines

Due to nutritional concerns and allergies, teachers will hand out a list of allowed snacks. A basic overview is provided here. Acceptable snacks to bring include: crackers, pretzels, non-sugar cereal mix, fruit (raisins, orange slices, apple slices, strawberries, melon squares, grapes, and banana halves), carrots, celery, cheese cubes, popcorn, yogurt, mini muffins, bagels (cream cheese on side), graham crackers or trail mix. Foods that limit fat and sodium intake are encouraged.

Beverage suggestions: 100% fruit juices, milk or water.

Be creative! When in doubt, ask the teachers. Snacks that students are able to serve themselves or are easy to eat are popular. In particular, students enjoy small “Dixie Cups” filled with a mix of cheese, crackers; raisins or similar items.

Birthdays: Celebrating birthdays is important! Muffins, cookies or cupcakes for a special birthday snack are welcome! Please avoid bringing candy or other intensely sugary items.



## Separation

Separation anxiety is common for young children particularly in new environments. Your child may experience some form of anxiety when you leave during the first few weeks of preschool. Some children exhibit signs of anxiety the first day of school, some later in the quarter and some children never show outward signs of concern at all. Each child processes separation differently.

Some children find it comforting to keep an item belonging to their parents with them, both for security and assurance that their parents will return. Some children find it helpful to know where their parent will be while they are in school and what time their parent will return.

The teaching staff will assist you with helpful strategies to facilitate this transition. Please allow your child some time for adjustment.. A smooth and enjoyable transition from home to new social environments is important to everyone!

## Creating a Respectful Environment

In the Tiny Tots and Kinderprep programs, students are extended the same courtesies and respect as adults. The teaching staff understands that students are aware of conversations around them even while engaged in activities. Adult comments regarding a student's character or behavior have a profound impact on students and their self-image. Parents are requested to carefully consider any statements they make in front of students and during conversations with other parents while in the classroom.

## Supervision and Discipline



Student's safety is Tiny Tots number one priority! Students are supervised at all times both indoors and out.

### PARENT HELPER SUPERVISION GUIDELINES

- NO RUNNING is permitted indoors.
- Use POSITIVE rather than negative statements when interacting with students. Example: "I am glad you are big enough to share that truck with \_\_\_\_."
- Encourage cooperation at all times.
- When speaking to a student, please get down to his/her level for direct eye-to-eye contact. Use a quiet and calm voice.
- To get a student's attention, please walk over to them and address them personally.
- Encourage clear communication and discourage whining. Example: "Gosh, \_\_\_\_\_, I'm having a hard time understanding the problem – would you please use

big girl/boy words?"

- AVOID socializing with the other Parent Helper. The students are your first priority and parent helpers should try to be actively engaged with them at all times. Excess conversation is disruptive to the classroom flow and may create a safety issue.
- Parent Helpers are encouraged to sit on the carpet during circle time to assist with students and the implementation of "Circle Time Rules."

COMMUNICATION: When a student's behavior is disruptive or uncooperative, a teacher will communicate with the student's parent immediately in order to develop a mutual resolution. All communication is documented to reflect progress and correspondence between teachers and parents.

## Parent Newsletter and Calendar

Monthly parent newsletter is sent home with to provide advance notice of upcoming themes, activities, field trips and general information. Parents and caregivers are encouraged to share newsletter information with their children. Students often have difficulty answering a general question such as "How was school today?" The newsletter provides information for developing specific questions which may elicit a more robust response from your student.

A calendar listing themes and projects is distributed at the end of the month for the upcoming month. Activities may occasionally deviate from the calendar due to weather and other factors.

## Safety First!



Student's safety is Tiny Tots number one priority! All teachers hold current CPR and First Aid certification from the American Red Cross.

The State of California mandates that Recreation Department staff report any suspicions of child abuse or neglect.

**SIGN-IN & OUT:** All children must be signed-in and out each day. Please ensure that anyone picking up your child is listed on the registration form. If a new person will be picking up your child, please inform the teachers in advance.

**PARKING:** Parking is limited at the San Antonio Club and is heavily impacted at the Hillview Community Center. Please be courteous, obey directional signs and be alert for pedestrians. **NEVER BACK OUT OF THE PARKING LOT ONTO SAN ANTONIO ROAD!**

**DISASTER PREPAREDNESS:** Each child is required to have a "Snack Pack" on hand at school to use for any unanticipated emergency such as an earthquake. Please bring your child's Snack Pack on the first day of school. Please enclose the completed Emergency Card in the Snack Pack.

## Illness ▪ Accidents ▪ Emergencies

Please do not send your child to school sick! The Tiny Tots Illness Policy was created to protect teachers students and parents. A student that exhibits signs of illness at school will be sent home.

Please keep your child at home any time they exhibit one or more of the following symptoms:

1. A fever or 101 degrees or above.
2. Any runny nose with thick, green or yellow discharge when associated with a fever, vomiting and/or coughing with a mucus secretion.
3. A persistent cough with a mucus secretion (wet, wheezy coughs that spread bacterial and/or viral infections in their droplets)
4. A rash or skin ailment such as: draining poison oak, impetigo, ringworm, cold sores, fever blisters, chicken pox
5. Head lice.
6. Diarrhea (lose, watery stools) within the last 24 hours.
7. Vomiting within the last 24 hours.
8. "Pink Eye" or conjunctivitis.



**Medication:** If a student needs to receive prescription medication during preschool, please bring the medication in its original container and give directly to a staff member. Please provide a written note identifying the medication, detailing the times and correct dosage. If a measuring tool is needed, please provide the tool as well. Teachers are only allowed to administer prescription medications.

**Injuries:** If a student is injured, staff will administer first aid and/or call 911. The parent/guardian will be notified by telephone of any injury requiring first aid. If a student needs to go home early, staff will call the parent/guardian by telephone. If a child requires emergency transportation to the hospital before a parent/guardian is able to get to the school, a staff member will go with the child.

Minor scrapes and bumps will be reported to the parent/guardian at the end of class during sign-out.

## Dress Code



Please dress your child appropriately for the day's weather and activities.

- Students must wear shoes that stay securely on the foot
- No clogs or flip-flops are permitted.

**RESTROOM:** When selecting school clothes, please consider your child's motor skills. Complicated belts, some types of overalls, tights and other items may make it difficult for your child to use the restroom on their own.

**ARTS & CRAFTS:** Arts and crafts get messy and students are encouraged to express themselves! Please dress your child in clothes that they won't worry about getting dirty. Smocks are provided for painting, but if a student is opposed to wearing one they will not be forced to wear one.

Please bring a full change of clothes in a Ziploc bag, labeled with your child's name just in case your child needs to change their clothes.

## Field Trips

Field trips are planned throughout the year. Permission slip form and notices of any fees associated with the field trip will be passed out in advance. Field trips include the Fire Station, a pumpkin patch visit, a children's theater performance and the library.

Tiny Tots Preschool staff will not transport any students in their own personal vehicles. There are no exceptions.



## Personal Toys and Belongings

Student's belongings should be labeled with their first and last names. Although the Tiny Tots staff makes an effort to monitor children's belongings, they cannot guarantee the security of your child's possessions. Please do not have your child/children bring expensive or valuable items to the program. Tiny Tots preschool program is not responsible for lost, stolen or damaged items, including money.

Please discourage your child from bringing toys to school, unless it is a security toy. Personal toys may get lost, broken and/or cause a sharing problem. Each student is invited to bring ONE item in for "Show & Tell" on a specific day.



## Cubby Mail

Student cubbies are used for parent communication, please check it every day! Teacher notes, notes from your child and notes from other parents are regularly placed in cubbies. In addition, you may find occasionally find articles from the staff, community event notices, book order forms and, of course, arts and crafts projects!

If you wish to distribute materials in cubbies, please have it approved by a teacher in advance. To avoid hurt feelings, party invitations are only permitted when every child receives one.

Other programs use the classroom, so check your child's cubby every day!

## Arrival • Release of Students

It is required that all students be accompanied to and picked up from the program by an authorized person. Children may not sign themselves in or out. Login/Logout provides a clear record of attendance and arrival and departure times. Students will only be released to those on the authorized pick-up list. Any person unknown to Tiny Tots Preschool program staff may be asked to show ID, and authorized persons must be at least 18 years of age. Under no circumstance may a staff member of Tiny Tots be listed as an authorized person. To authorize an alternate person to pick up your child, you may add them to the list or provide written consent that includes the person's name, the specific date(s), and your signature. Verbal consent will be accepted only in an emergency.

### ▪ Late Pick Up • Failure to Pick Up

Parents are expected to be on time for pick-up. If something unavoidable comes up, please notify the staff by telephone. A late fee of \$10 for every 10 minutes is charged for any pick up that occurs after the scheduled pick up time. This must be paid before the student may return to class.

Staff will call the parent/guardian, followed by the emergency contact numbers if a parent is more than 10 minutes late without notice. After 30 minutes of no contact with parent/guardian or emergency contacts, the Department of Social Services/Los Altos Police will be contacted by staff and the child will be placed in their custody.

## Contact Information

### Preschool Location

*San Antonio Club*  
647 North San Antonio Rd  
Onsite phone:  
**650.949.2204**

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Tuesdays & Thursdays  
9:30am to 12:00 noon

### Fabulous 4's Program

Mondays, Wednesdays & Fridays  
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### Kinder Prep Location

*Hillview Community Center*  
97 Hillview Ave Rm 14  
Onsite phone:  
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### Kinder Prep Program

Monday through Friday  
8:45am-11:45am

## Meet the Staff



Preschool Director/ Lead Teacher  
Rhonda Granlund

Preschool Teacher  
Genie Ramon

Kinder Prep Director/Lead Teacher  
Danielle Abrams

Kinder Prep Teacher  
Sara Callahan

Preschool/Kinder Prep Substitute Teachers  
Vanessa Corzo  
Adam Takavol

Thank you for choosing the Tiny Tots Program. We look forward to working with you and your child. Your comments and suggestions are encouraged and always welcome!