

CITY TOTS PRESCHOOL PROGRAM

Classroom: Marengo Ranch Elementary School, 1000 Elk Hills Dr. Classroom F1
Parks and Recreation Office: 610 Chabolla Avenue, Galt, CA
(209) 366-7180 office
(209) 649-4833 classroom

PHILOSOPHY

The City Tots Preschool Program is a Galt Parks and Recreation program that is designed to meet the developmental needs of preschool children within the Galt community. The program provides children with an opportunity to work within their peer group for cognitive, social, academic, physical and creative development. A hands-on type of teaching will take place with teachers dedicated to providing a nurturing learning environment for an enjoyable and positive experience.

PRESCHOOL AGE

Child must be 3 years by September 1 and toilet trained.

The program is designed to meet the needs of young children as a crossover point from home to a broader school environment. The aim of the program is to provide quality and affordable early childhood learning experiences.

*“CHILDREN ENROLLED IN EARLY CHILDHOOD PROGRAMS
TEND TO BE MORE SUCCESSFUL IN LATER SCHOOLING,
MORE COMPETENT SOCIALLY AND EMOTIONALLY.”*

National Association of Educating Young Children #540

The three-hour per day City Tots Preschool Program helps children adapt to a school style environment which emphasizes creativity and individuality, while also targeting their cognitive, emotional, physical, and social development. The program includes achievements in learning colors, manners, health education, science, cooperation with others, songs, physical activities, imaginative play, language experience, story time, listening skills, and art activities.

STRUCTURE OF PROGRAM

Free Play Time - To explore and play with others, with both teacher interaction and on a one-on-one basis. Puzzles, blocks, playhouse, books, and working with imaginative play. (30 minutes)

Sharing Time/Bathroom/ Lunch - Includes show and tell, finger plays, topics of special interest, and a subject of study. Lunch/snack must be provided by parents (for their own child each class day): fruit juice, sandwich and/or a nutritious snack. Child is line leader and helper approximately once a month. (60 minutes)

Story Time/Large Motor Skills - This will include physical activities. (45 minutes)

Art - Arts and crafts projects. (20 minutes)

Music, Science, Writing, Reading, Etc - Includes a daily topic of discussion, upcoming events, cooking, language activities, and dismissal. (25 minutes)

Example Day

<u>Morning Classes</u>	<u>Schedule</u>	<u>Afternoon Classes</u>
8:30-9:00am	Sign in/Free Play Inside Classroom	12:00-12:30pm
9:00-9:15am	Clean Up	12:30-12:45pm
9:15-9:45am	Circle Time	12:45-1:15pm
9:45-10:15am	Outside Play	1:15-1:45pm
10:15-10:30am	Wash Hands/Bathroom	1:45-2:00pm
10:30-10:50am	Eat Snack	2:00-2:20pm
10:50-11:00am	Story Time	2:20-2:30pm
11:00-11:20am	Art	2:30-2:50pm
11:20-11:30am	Prep to go home	2:50-3:00pm
11:30am	Open Door	3:00pm

CLASSES & TIMES

Tuesday and Thursday Classes

8:30am - 11:30am

12:00 - 3:00pm

Monday, Wednesday, Friday Classes

8:30am - 11:30am

12:00 - 3:00pm

TUITION FEES

Tuesday/Thursday Classes

\$85.00/month

Monday, Wednesday, Friday Classes

\$125.00/month

\$25.00 non-refundable registration fee due to register.

The \$25.00 non-refundable registration fee will not be returned.

Tuition for September is due by August 1, 2016.

2016-2017 CALENDAR SCHEDULES

Sessions I, II, III, IV

AGE 3 birthday cut off September 1- must be age three (3) by this date.

PLEASE VERIFY HOLIDAYS WITH THE INSTRUCTORS.

We will be following the Galt Elementary School District Schedule (with the exception of teacher in-service days)

SESSION I

Tuesday, September 6- Session I begins

October 28 - Session I ends

LABOR DAY HOLIDAY Monday, September 5, 2016

SESSION II

October 31 - Session II begins

January 6 - Session II ends

VETERAN'S DAY HOLIDAY Friday, November 11, 2016

THANKSGIVING HOLIDAY, November 21-25, 2016

WINTER BREAK, December 16, 2016-January 2, 2017

(Last day class December 16, 2016 - return January 3, 2017)

SESSION III

January 9 - Session III begins

March 17 - Session III ends

MARTIN LUTHER KING HOLIDAY - January 16, 2017

LINCOLN'S BIRTHDAY - February 13, 2017

PRESIDENT'S DAY HOLIDAY - February 20, 2017

SESSION IV

March 20 - Session IV begins

May 26 - Session IV ends

SPRING BREAK - April 10-14, 2017

GRADUATION MAY 31, 2017

LAST DAYS OF SCHOOL MAY 25 & 26, 2017



PARENT INFORMATION

Payments

Your child is enrolled in the City Tots Preschool Program for the current school year. **Tuition is charged on the basis of the total operation for the school year.** The program structure is divided into four sessions. You do not need to re-enroll for each session and lesson plans do not repeat each session. Once your child is enrolled, fees are collected monthly at the Parks and Recreation Department office or online (www.ci.galt.ca.us/reconline).

FEES are DUE BY THE FIRST OF THE PRIOR MONTH (i.e. November's tuition is due October 1st). WHEN THE 1ST FALLS ON A WEEKEND OR HOLIDAY, THE DEADLINE IS NOT EXTENDED. IF PAYMENT HAS NOT BEEN RECEIVED BY 5th OF EACH MONTH, YOUR CHILD/REN MAY NOT BE ABLE TO ATTEND CLASS UNTIL *FULL PAYMENT (PAYMENT PLUS \$20.00 LATE FEE)* HAS BEEN MADE AT THE PARKS AND RECREATION DEPARTMENT OFFICE.

Since the Parks and Recreation Department does not invoice parents and/or guardians, it is the responsibility of such parents/guardians to make payment promptly when due. If payment is not made by the 5th of the month, your child may not be able to attend class, until the full payment is made.

In order to properly remove your child from the program, a written notice must be given to the Parks and Recreation Office at least one month prior to the upcoming month or you will be charged for the upcoming month. Registration fees are not refundable.

Late Pick-Ups

Additional fees will be charged to parents or guardians for students who are picked up late after school. For each 15 minutes or fraction of that a student is picked up after the stated end time, the parent/guardian will be charged \$5.00. Multiple infractions may result in the student being removed from the program.

Refunds

Fees are not pro-rated for time not used and there are no refunds or credits for unused hours.

Toilet Training

The City Tots Preschool Program does not provide diapering area facilities for children who are not fully toilet trained. At the time of registration, parents/guardians must acknowledge that their child is fully toilet trained.

If any child, after admission to the preschool program, appears to not be fully toilet trained; the following may apply:

- There may be a period of adjustment for five days.

- At the end of the adjustment period, removal of the child from the program may be required if the child is not fully trained.
- Upon consultation with the Preschool Teacher and/or Recreation Supervisor, the child's place will be held up to three weeks and the child may re-enter when completely trained.
- There will be no tuition refund during the period of absence.

Clothing

We feel your child will be happiest when dressed in casual, comfortable clothing. We try to avoid messes and spills, but a little paint and sand here and there is inevitable! **Please label coats, sweaters, mittens, etc., with a laundry marker.**

Birthdays, Etc.

If you would like to bring something to share with the class on your child's birthday, we recommend stickers, bubbles, books, etc. Please do not bring food.

Health

Sick Children: Please do not bring a child who is ill. Please do not bring your child to class until 24 hours after the last sign of the illness (fever, vomiting, colored discharge from the nose, etc.). If your child arrives ill or becomes ill/injured while at the program, parents/guardians will be notified. If the parent/guardian cannot pick up the child, an emergency designee will be notified. In either case, the child needs to be picked up within one hour of notification.

Communicable Diseases: If your child/ren is exposed to a communicable disease, please notify the site immediately so that incubation dates are verified and the health of all children concerned may be protected.

Visitor Badges/Authorized Adults

All persons picking up or dropping off a child/ren must have an appropriate visitor badge. These badges will be issued each month, by the Parks and Recreation Department upon payment of the monthly tuition. If you have forgotten your badge, you must sign in as a visitor at the School Office before coming on to campus.

Only adults who are authorized on the registration form may pick up your child. If changes need to be made to those who are authorized, please contact the Parks & Recreation office at (209) 366-7180 or pandr@ci.galt.ca.us.

Arrival and Departure

Class hours are either 8:30am - 11:30am or 12:00 - 3:00pm.

Please observe the class hours. Doors will open at 8:30 am or 12:00 pm depending on your child's class time. We regret that we cannot accommodate children before
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these times. There is no need to arrive earlier than the stated start time. Waiting outside the classroom is a distraction to the other classrooms at Marengo Ranch. Students must be picked up at the end of class, 11:30 am or 3:00 pm depending on your child's class time. Our staff has obligations that require their time after classes end; therefore, we regret that we cannot accommodate for late pick-ups. The appropriate law enforcement agency will be contacted for children left one-half hour past closing if the staff is not able to contact someone on the authorized list to pick up the child. Enrollment may be terminated for children who have been picked up late more than four (4) times. Late pick up fees (\$5) will be charged for every 15 minutes that a child is picked up late.

Please park your car along the street (parking lot is reserved for school staff) and walk your child into the classroom. Your child's instructor will greet you and your child. Please do not leave your child without notifying a teacher. Always sign your child in when arriving and out when leaving. The safety of your child/ren is our primary concern. Notify a teacher in advance (written notes are appreciated!) if someone else is picking your child up. Remember, they must be listed on the child's Emergency and Identification Form, and have an authorized badge from the Parks and Recreation Department.

Students and parents/guardians, persons dropping off or picking up students, cannot be anywhere on campus other than during designated class pick up and drop off times. **Please do not arrive early or late.** Doors will be opened at 8:30am and 11:30am for the morning classes; 12:00pm, and 3:00pm for the afternoon classes. You may be charged a late pick up fee (\$5 for every 15 minutes late).

Parking

Do not arrive before your scheduled class time. There is no parking in either parking lot or in the loading zones. Your car may be towed! Please park along street.

Evacuation

In the event that the Elementary School is evacuated, the Preschool Teachers will walk the students to the Community Park located on Walnut and Carillion. Parents/Guardians will be called to pick up their children from this site.

Snacks/Lunch/Supplies

Parents must provide their child/ren a healthy snack/lunch and drink every day that he/she attends class. Please do not pack items that need to be heated or refrigerated. Please make sure the preschool instructor is aware of any special diet or allergies your child/ren may have.

If you would like to donate supplies (arts and crafts items, etc.); please speak with the instructors.

Toys and Sharing

Participating in sharing at group time helps a child feel important and special. It also helps facilitate verbal expression. Some ideas for sharing include: sea shells, rocks, favorite books, treasures from special trips, photos, and any other educational items. We prefer your child not bring toys to school for playtime. It is difficult for us to keep track of them.

Parent Involvement

If you have a special skill (i.e. foreign language, musical talent, artistic skills, occupations, etc...), you are more than welcome to share it with us. However please notify the City Tots Program teachers in advance if you would like to make a presentation. Parents are also welcome to observe the daily classroom activities. Just so we do not schedule too many parents for one session, please notify us in advance.

In order to volunteer with the City Tots Program, volunteers (parents, guardians, etc.) must be fingerprinted with the Galt Police Department and fill out a Volunteer Application prior to spending time in the classroom. Forms can be picked up at the Parks and Recreation Department Office.

When we have special party days, we may need help from parents. You will be notified of these days.

Behavior

Helping children learn to get along with others is an important part of our curriculum. The Preschool recognizes that the primary responsibility for teaching a child acceptable behavior belongs to the parent. We will notify you if your child has any behavior problems while at school.

Our behavior rules are as follows:

- I. Students may not conduct themselves in a manner that could physically or mentally endanger other students or staff.
- II. Threats and inappropriate language are not permitted.
- III. Students are expected to follow directions given by the teachers and support staff.

If your child does not adhere to these rules, we will contact a parent. You will be required to pick him/her up from school within 30 minutes of contact.

Certain behavioral issues will be dealt with on an individual basis. Although hitting, biting and other types of aggressive behavior exhibited are not unheard of at this age; it cannot be tolerated in a school setting, as the safety of all children in

our program is our top priority. **It may be determined with input by the teacher(s), Recreation Supervisor(s), and/or Parks and Recreation Director that it is in the best interest of the program to drop a child due to any type of aggression and/or certain behavioral issues that may endanger other students or staff.** City Tots Preschool reserves the right to drop a participant at any time for signs of aggression. Refunds will not be available.

Discipline

In order to plan and operate a safe and fun environment, the instructors must encourage participants to follow program rules and guidelines. Since the teachers play an important role in assisting children in social development, friendship building, conflict resolution, and group living skills, it is sometimes necessary for the staff to employ positive discipline and guidance techniques.

When dealing with discipline situations, the teachers will...

...exhibit a deep interest in a positive approach in the development of all children enrolled.

...exhibit consistency in dealing with any behavior or attitude problem with the child.

...create constructive methods to receive positive results for negative behaviors.

...clearly define and consistently maintain limits when necessary.

...redirect negative behavior in children by reinforcing positive behavior.

When appropriate, a Program Disciplinary Action Form can be issued by the teacher or the Parks and Recreation Department Recreation Supervisor. When a student receives a behavioral referral he/she will have consequences, (i.e. time out, being sent home, etc...).

Students who obtain three notices on the Disciplinary Action Form during the program may face dismissal from the program. Parents will be notified of each incident.

Separation

It is often difficult for both parent and child to get through the first few days of school. We know that beginning school is a big step. If you anticipate tears or other expressions of anxiety, may we offer a few suggestions based on experiences from our preschool teachers.

...1. Bring your child by for a visit to the site before the first day of school (to show them where the classes will be held).

...2. Make sure your child knows when school is over and who will pick him/her up. (I'll pick you up before lunch." "Susie's mom will pick you up today and take you on a picnic.")

...3. Express your own enthusiasm about school.

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...4. Don't linger...we know it's hard, but children often stop crying and get involved in activities after their parents leave.

...5. Always say goodbye to your child...do not sneak out!!

...6. Please know that we will call you if your child continues to cry.

Due to the fact that the instructors need to be in the classroom with the children, it may take them a while to get to the phone.

Registration for the Upcoming Year

(For returning students and their siblings only)

Children registered and siblings of those already in the current school year registered are given priority for registering the next school year. Priority Registration is **only** held during the month of **May**. Beginning May 1st, City Tots Preschool participants and their siblings may pre-register for the upcoming year by turning in all the necessary paperwork (registration form, birth certificate and shot records) and pay the \$25.00 non-refundable registration fee. At this time, parents may select the time and class they wish to enroll their child/ren in. Beginning June 1st, any spots that have not been taken during Priority Registration will be available to the general public. **Spots will not be held for returning students after May 31st.**

IMPORTANT....IMPORTANT!!! Provide instructors immediately with any information changes to the child's forms (i.e., address or phone number change, allergies, etc.).