



CITY OF FREMONT • YOUR COMMUNITY PRESCHOOL

## ***PARENT HANDBOOK***

Dear Parents/Guardians:

The City of Fremont Recreation Services Department is pleased to have you and your family as participants in the Tiny Tots Preschool program. We hope the information provided in this handbook will help you to gain an understanding and appreciation for your child's preschool experience. The aim of preschool is to provide a foundation for your child's education and to make each child's first experience with school a successful and happy one.

If you have any questions or concerns, please feel free to contact me at  
[rchristopher@fremont.gov](mailto:rchristopher@fremont.gov).

Sincerely,

Raquel Christopher  
Recreation Supervisor II  
City of Fremont, Recreation Services

## **PROGRAM PHILOSOPHY**

Our program philosophy at Tiny Tots lies in the foundation that children learn best through play. We provide a safe, nurturing, creative and child-centered environment where children develop academically, socially, emotionally and physically.

Through play and planned activities, children are provided great opportunities to prepare for kindergarten. Together, these early experiences enable children to realize their potential and help them to become productive, healthy, intelligent and responsible people.

## **CURRICULUM**

Tiny Tots offers a balanced approach of developmentally appropriate activities that are child-centered and thoughtfully planned by staff:

- **LANGUAGE:** Activities that encourage speaking, reading, writing, listening and critical thinking. EXAMPLES: storytelling, rhymes, songs, listening center, discussion of concepts.
- **MATH:** Activities that encourage counting, sorting, understanding classification, matching, understanding more or less, taller or shorter. EXAMPLES: Puzzles, manipulatives, memory games, counting calendar days, sorting objects.
- **SCIENCE:** Activities that encourage social interaction between teachers and students, creative thinking, listening, speaking and discovery. EXAMPLES: Exposure to a variety of plants, how they grow, sand and texture experiences, discovery centers, working with magnets.
- **DRAMATIC PLAY:** Activities that encourage social skills, self-expression, role-playing and creativity. EXAMPLES: Dress up, play kitchen, grocery store, dolls, puppets, acting out songs and drama games.
- **CREATIVE ART:** Activities that encourage social skills, pre-writing, fine motor control, sensory skills, sharing and cooperation, expressing feelings, confidence and self-esteem. EXAMPLES: Exposure to various mediums, paints, markers, pencils, art papers, chalk, crafts, cooking, drama, and singing.
- **CULTURAL AWARENESS:** Activities that encourage social interaction, discovery of self and others, creative thinking, appreciation, speaking and reading, sense of pride. EXAMPLES: Exposure to books, pictures, foods, music, traditions, visitors from various cultures.
- **GROSS AND FINE MOTOR SKILLS:** Activities that encourage good muscle control, physical development, balance, social skills, confidence and self-esteem. EXAMPLES: Running, skipping, outdoor games, bouncing balls, using scissors, building blocks, holding a pencil, drawing, writing, manipulatives.

## **BEHAVIOR AND READINESS ISSUES**

Tiny Tots is a safe, nurturing and enriching environment. As children learn and grow, they often need guidance with developing respectful and appropriate behavior. In the event where conflict among students arises, developmentally appropriate child guidance and management techniques will be used. This can include, but is not limited to, redirection to a new activity, separation from problem situations, talking to the child, encouragement and modeling appropriate classroom behavior. Acceptable behavior will be taught through classroom discussion and will be reinforced through verbal acknowledgement of correct behavior and correcting of unacceptable behavior.

If, at any time throughout the program, a child displays the following behavior, removal from the program may be necessary:

- The preschool experience and setting is too stressful for the student.
- The student's behavior is affecting the daily routine and behavior of other students in the classroom.
- One-on-one attention is needed to help guide the student each day.
- The student is unable to be respectful in their actions (verbal and/or physical) towards staff or other participants.

Guiding a child into appropriate behavior is a collaborative and consistent effort on both the part of the staff and the parents. Reinforcing discipline techniques at home and sharing (with our staff) your successes and frustrations in regards to discipline will greatly encourage development with your child.

## **PARENTAL SUPPORT**

We understand that transitions, such as a child's first preschool experience, can be difficult for both parents and children. With your child's best interest at heart, we ask that parents NOT remain in the classroom after class begins. Our teachers have found that the quality of instruction is affected by parental distractions and interruptions. When our teachers are able to focus on helping children learn, everyone has a more positive educational and recreational experience.

***To ensure that you have a positive experience with our programs we ask you to be aware of the following policies and procedures:***

#### **PREPARING YOUR CHILD FOR CLASS**

- For security purposes, the preschool classroom remains locked at all times. The teachers will open the door a few minutes before class to welcome students and families.
- Take your child to the bathroom **before** bringing them to class.
- Preschoolers may bring a small backpack to school to keep in their cubby. Include light sweater or jacket for cool weather.
- To help your child be more comfortable in the event of a “bathroom accident”, please keep a simple change of clothes in a gallon Ziploc bag in your child’s backpack.
- Please do not drop off your child early or pick them up late.
- Please be on time for class! The “free choice” time provides valuable socialization time.
- Bathroom visits during class time are monitored by the teacher.
- When picking up your child after class, please wait outside the room until the teacher opens the classroom door. Doors are locked during class so that no one enters or leaves the classroom.
- After our “goodbye song”, children will be asked to sit and wait patiently as their parent comes in. Children will not be released to an adult if they are not so indicated on the child’s Emergency Form. ID’s will be required for any adult the teacher does not recognize.
- Make sure to check your child’s cubby before you leave the room for any artwork.
- Because many of our art projects are messy, please dress your child in comfortable play clothes that will allow them to participate to the fullest.
- Teachers will communicate with the parent after class if there are any behavior difficulties during class.

#### **DRESS CODE**

Students will participate in hands on activities during class time. Children should wear closed-toed shoes with rubber soles; this keeps students feet and toes safe while participating in activities. Clothes should be easily removed by the children themselves. Clothes free of buttons and zippers are best for littles ones during class time.

#### **BATHROOM/POTTY TRAINED**

Children must be toilet trained for our programs, unless they are registered for a parent tot class. Each participant must be able to manipulate their clothing to allow them to use restroom facilities independently. Diapers of any kind, including pull-ups, are not allowed. Once class begins, if it’s determined that children are not adequately toilet trained, parents will be called

to pick up their child and the child may not be allowed to return to class until properly toilet trained. Unfortunately, we will not be able to reimburse class fees in those rare instances.

#### **LATE POLICY**

Please pick-up your child promptly at the end of the scheduled class time. You will be charged \$20.00 for the first five minutes or fraction thereof you are late (EXAMPLE: 8 minutes late, \$30.00, 20 minutes late, \$50.00). Late fees are due **IN PERSON** at the Recreation office (3300 Capital Ave., Bldg. B) the day after your child is picked up late. All late fees must be paid prior to your child returning to class. Staff will ask for proof of receipt.

#### **SICK CHILD POLICY**

***Staff will be following the Tiny Tots COVID-19 Safety Plan in regard to sick children***

To prevent the spread of illness among children in our programs, if your child is sick please keep them home. This helps keep other students and staff healthy and reduces the risk of spreading germs around the classroom.

If your child displays any of the following symptoms, please keep them home from school:

- Fever within the last 24 hours.
- Excessive wheezing or coughing.
- First two days of a cold, especially if the child is uncomfortable or has a runny nose with yellow/green mucus.
- Rash (not heat or allergy related).
- Diarrhea (three runny stools in a row).
- Unable to participate in outdoor activities which are a regular part of our schedule.

If your child has contracted a communicable disease, please notify the Recreation Supervisor immediately so we can notify parents of possible exposure.

#### **ALLERGIES AND OTHER INFORMATION**

Understanding a child's background and special needs helps staff provide the best program experience for all participants, including your child. On the Emergency Form, please list any allergies or other information that is important.

#### **SNACKS**

Snack time in class helps children learn table manners and how to eat in a social environment. Help us support healthy bodies and minds by providing nutritious foods for your child.

Suggested snacks; Trail mix, fresh fruit, vegetables, popcorn (no salt), cheese & crackers, apple sauce, pretzels, etc.

#### **WITHDRAWALS/REFUNDS**

We understand that sometimes children are not quite ready for preschool. Withdrawals and refunds may be made for the following reasons:

- A student is overwhelmed and not developmentally ready for class.
- A student is disruptive and unable to function appropriately in class.
- A family situation has arisen and the student must relocate.

All withdrawals and refunds will be made on a case-by-case basis and are NOT given for vacations or days missed due to illness. There are no makeup classes for missed days.

#### **GIFT POLICY**

City of Fremont employees are not allowed to accept any gifts of monetary value. Historically, Tiny Tots parents have shown their appreciation for staff's services at the end of the school year and during several holiday events. It's always nice to be appreciated and acknowledged for the services we provide to your loved ones.

If you would like to show your support and give recognition to City staff for a job well done, we would like to suggest one of the following options that allow you to offer your appreciation:

- Donate supplies to the classroom (markers, glue, crayons, tissue, hand sanitizer, etc.).
- Have your child draw a picture or write a note to the teacher.
- Donate a book to the classroom library.
- Write a personal note to the teacher and staff.

***We thank you for your continued support of our program and teachers!***