

PARENT HANDBOOK



**Tiny Tots and
Little Learners**

PURPOSE OF THE PROGRAM

The purpose of the program is to provide a healthy, happy, secure, creative, and stimulating atmosphere for the growth and development of children. This program is intended to give kids an opportunity to meet and learn in-person in a safe way.

REGISTRATION INFORMATION

The following items are required at the time of registration

- Signed Student Information Form (health and pick-up Information)
- Payment for Session

PROGRAM CONTENT

Our program recognizes each child as a unique capable individual. We strive to provide a program which fosters creativity and encourages curiosity and love of learning. Our program allows for optimum growth and development in the following areas: Social/Emotional, Language Development, Cognitive, Large and Small Motor Development, Communication Skills, Problem Solving and Self-Help Skills, Hygiene, Nutrition, and Ethnic and Cultural Recognition. These areas are addressed in a variety of fun and creative activities. ***This program is a recreation based program, not a licensed daycare.***

PROGRAM RULES (COVID UPDATE)

The City of Menifee reserves the right to remove a child from our program if the child's behavior is deemed inappropriate. This includes hitting, biting, aggression (physical and/or verbal), or excessive disruption of class that prevents regular programming.

***COVID-19 guidelines and rules will be in place for the safety and well-being of all our children and staff. All kids and staff are required to wear a face mask and maintain social distancing at all times. Kids may only remove their mask while they are sitting at their assigned chair away from other kids. Children who are unable to adhere to social distancing and are unable to wear a face mask for the duration of class should not attend the program.**

BEHAVIOR MANAGEMENT

When a child is having a difficult time following directions, treating others with kindness and respect, treating materials with respect, developmentally appropriate intervention techniques will be used. Some of these techniques are positive reinforcement, re-direction of child, talking with child and encouraging the problem solving process.

1st Offense— Verbal Warning

2nd Offense—Reflection Time/Thinking Chair

3rd Offense—Call home to be picked up

*If a child has to be sent home multiple times, removal from program may be necessary for the safety and well-being of the students and staff.

PARENT RESPONSIBILITIES

- Sign Children in/out each day. Inform staff if someone other than yourself is picking up your child on any given day. These adults MUST be listed on Student Information Form.
- Children must be able to walk in on their own. Staff cannot carry in crying/kicking children. (Children who continuously cry for 15 minutes or more will be sent home for the day)
- Keep staff informed of any special needs, allergies, etc. for your child
- Keep staff informed of any phone number/address changes. Be available by phone at all times your child is in attendance. Provide emergency contact for any day that you are not available.
- Provide a healthy snack each day your child is in attendance.

SNACK

We ask that parents provide a healthy snack and drink for their child each day of the program. Please do not send your child with candy, soda, or snacks with high sugar content. **NOTE: We are NOT a peanut/tree nut free facility.**

BATHROOM USE

This program is for students who are fully potty trained (Have Mastered using the bathroom on their own). Regardless of age, a child will not be permitted in the program if they are not self-sufficient in using the restroom on their own. This includes letting the staff know when they need to use the restroom, being able to unbutton, unsnap, unzip, etc. all clothes and sitting in the toilet or standing in the proper position unaided. Children must also be able to clean up after themselves on their own. **Diapers or Pull-Ups will not be permitted.** We understand accidents can occur and teachers will call to notify. Parents must be available during class hours within 15 minutes of an accident to pick up child and take home to clean up and change.

SCHOOL ATTIRE

Think of your child's comfort and provide simple clothing that is free from complicated fastenings. It is important that your child wear **CLOSED TOED SHOES** at all times. It is recommended that your child wear leggings or shorts under dresses.

ARRIVAL AND DISMISSAL

CLASS START TIME

- Parents may line-up with their child outside the door of the program. Please maintain social distancing between other families and wear a face mask.
- Staff will meet parents and children outside to walk participants inside to wash their hands and put their belongings away.
- Children must be able to walk in on their own. Staff will not carry screaming or kicking children into the program.

CLASS END TIME

- Parents will line-up on the walkway outside the program and staff will check ID and release students there.
- Please call ahead at (951) 679-8092 if you need to pick up your child early.

AUTHORIZATION TO PICK UP CHILD

Only individuals on the authorization pick up list (must be a minimum of 18 years old) may pick up your child. The staff will question anyone who is unfamiliar to them and the staff will check that person's driver's license and Student Information Form. If you want to add a person to your list, forms are available for you to fill out. It is imperative that your entire child's paperwork is up to date.

VACATION OR ABSENCES

No credit will be given if your child is out sick or on vacation. It is recommended that you call the center if your child will be absent due to vacation or illness.

SICK CHILD POLICY

We cannot accept children at our program who are ill. At such times, the child must remain away from the program until the illness has passed and the child's temperature has remained normal for 24 hours. A doctor's note will be required if your child is out of school due to illness for longer than a week.

Guidelines for Keeping Your Child Home

1. Temperature of 100 degrees or above within 24 hours of attendance.
2. If your child has been diagnosed with an illness, antibiotics must be administered 48 hours before your child may return to the program.
3. Thick yellow or green discharge from the nose.
4. Earache or discharge from the ears.
5. Diarrhea or vomiting within 24 hours of attendance.
6. Red, irritated, crusty or runny eyes.
7. Pale or flush skin or rash.
8. Persistent cough.
9. Sore throat unchecked by a doctor for strep.
10. Constant crying and complaining of pain.

Any staff or child exhibiting COVID-19 symptoms will be immediately isolated from the group in a designated area and be required to wear a face covering until they can be transported home or to a healthcare facility, as soon as practicable.

-Any area that was used or occupied by any sick individual will be closed and cleaned and disinfected.

-Sick staff members and kids will be advised not to return to the program until they have met CDC criteria to discontinue home isolation, including three days with no fever, symptoms have improved.

-All parents/guardians will be immediately notified of any positive case of COVID-19 while maintaining confidentiality as required by state and federal law.

-If a child or staff member tests positive for COVID-19 and has exposed others at the program, the following steps will be implemented:

-In consultation with the local public health department, the appropriate staff may consider if closure is warranted and length of time based on the risk level within the specific community as determined by the local public health officer.

-Additional areas of the facility visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.

Additional Health and Safety Precautions

-All staff are required to wear a face mask during the program.

-All kids will also be required to wear face masks, unless they are sitting at their assigned seat, socially distanced from other kids.

-Social Distancing is practiced throughout the entire program. Kids and staff will be spaced 6 feet apart during all activities as much as practicable.

-Kids and staff are required to wash their hands frequently, including, but not limited to, before and after eating, after coughing or sneezing, and before and after using the restroom.

-Additional hand sanitizing stations will be available.

-Staff will clean and disinfect frequently touched surfaces throughout the day.

-Sharing of objects will be limited to the extent possible during the program. For most activities, kids are given their own supplies to use.

-Each program site will be cleaned and disinfected daily.

-Only staff and participants are allowed inside the program location. Visitors and volunteers will not be permitted.

-Kids will keep all of their belongings in a designated area. All belongings must be taken home each day to be cleaned and disinfected.