



# Parent Handbook

Tiny Tots Preschool  
New Hope Community Church  
2720 Olympic Parkway Chula Vista,  
CA 91915 (619) 600-4160  
[www.newhopetinytots.com](http://www.newhopetinytots.com)  
LIC # 376701082  
(Revised 04/09/2018)

Dear Parents,

Welcome to the New Hope Tiny Tots Preschool program. We are so grateful that God has brought us together. We consider it a privilege and important responsibility to care for and instruct your child.

Our goal is to provide a Christ-centered environment with a carefully balanced program, which will have a positive influence on the spiritual, cognitive, social, and physical development of your child.

Our teachers have personal commitments to Jesus Christ and believe the Bible to be the inspired Word of God. Our teachers are educated well above what is minimally required by California State Licensing.

This handbook is intended to be a guide in setting forth the purpose, goals, activities and policies of Tiny Tots. We welcome any questions you may have and pray that you and your child will be blessed by being a part of our program.

If you do not have a church home, we welcome and encourage you to visit New Hope Community Church. We have many programs that will minister to the entire family. More information on New Hope Church can be found at [www.newhopeeastlake.org](http://www.newhopeeastlake.org) or by calling our offices at (619) 600-4160.

Sincerely,

Kristi Wood  
Tiny Tots Director  
Kristi@go-newhope.com

**Purpose****Parent Handbook**

The New Hope Church Tiny Tots Preschool program combines age-appropriate activities, learning concepts and socialization skills to help your child build a foundation for learning. The purpose of Tiny Tots is to prepare your child for kindergarten: socially, academically and spiritually. We seek to provide a loving, caring environment where the children can feel secure and successful away from home and become familiar with "school." We encourage development of wholesome attitudes about themselves and others, self-confidence, self-expression, self-control, and responsibility. We also encourage our students to be self-directed and grow in awareness of God and the world around them.

**Hours of Operation:**

We offer the following programs:

Semester Core Classes

Mondays & Wednesdays: 9:00am - 12:00pm

Tuesdays & Thursdays: 9:00am - 12:00pm

Semester Extended Day Core Classes

Mondays & Wednesdays: 9:00am – 2:00pm

Tuesdays & Thursdays: 9:00am – 2:00pm

Quarterly Specialty Classes

Fridays: 9:00am – 11:00 am and 11:00am – 1:00pm

**Registration:**

Enrollment is done on a "per session" basis through our registration website Blue Sombrero. Our core classes run on a semester basis and our extension classes run on a quarterly basis. Registration typically begins one to two months prior to the start of the session. Priority registration is given to current Tiny Tots participants up to one week before open registration. To assure your spot in the program, please be sure to register as soon as possible. When classes are filled, a waiting list will be made available and will be kept in the order late registrations are received.

The Tiny Tots program is open to children 3-5 years old. Children must be potty-trained and turn 3 before the first day of class to be eligible.

The following forms are required by the state of California and need to be completed prior to placement:

1. Signed Admissions agreement/Registration form signed by parent or guardian.
2. Hold Harmless Agreement

3. Participant Information/Authorized Pick up
4. Photo Release
5. Identification and Emergency Information
6. Consent for emergency medical treatment.
7. Child's Preadmission Health History
8. Signed parents' rights form.
9. Signed personal rights form.
10. Completed physicians report.
11. Copy of child's immunization record.

### **Rates & Payment Policies:**

- This program services children 3-5 years of age. The child must be 3 and potty trained before the first day of class to be eligible.
- There is a \$25 nonrefundable supply/registration fee for each semester core class, due at time of registration.
- There is a \$25 nonrefundable transfer fee when changing days and /or transferring to a different specialty class.

Charges for Monday-Thursday core classes will be:

Monday/Wednesday OR Tuesday/Thursday

9:00-12:00: \$599 per semester or 2 payments of \$325.

Monday/Wednesday OR Tuesday/Thursday

9:00am-2:00pm: \$998 per semester or 2 payments of \$525.

- Specialty classes are offered on Fridays from 9:00am-11:00am and 11:00am-1:00pm and will run on a quarterly basis. Each class will be \$100 per quarter, due at the time of registration.
- Payment for 9-12 classes can be made in one of two ways: payment in full at the time of registration, or 2 payments of \$325, with the first being due at time of registration and the second being due the week before fall or spring break.
- Payment for 9-2 classes can be made in one of two ways: payment in full at the time of registration, or 2 payments of \$525, with the first being due at time of registration and the second being due the week before fall or spring break.
- All registration is done through Blue Sombrero, our online registration system.
- Late pickup fees are due on the date of the infraction. (\$5 the first 10 minutes, with an additional \$1 per minute afterward.)
- A nonrefundable transfer fee of \$25 will apply if changing registration days and/or transferring from one class to another.

## Refund Policy

Refunds for classes/events held at New Hope are as follows: After you have attended the first week, if you decide it is not a good fit for whatever reason, we will refund you 100% of what you have paid, less \$25 registration fee. After you have attended more than one week, we do not offer refunds.

## Arrival & Dismissal:

The classrooms open at 9:00am. Please do not have your child arrive earlier as the teachers and assistants use this time to prepare for class. Dismissal time is 12:00pm for core classes and 2:00pm for extended day core classes, Monday-Thursday. On Fridays, dismissal is at 11:00am and 1:00 pm. At this time, teachers will open their classroom doors and release students to their parents (or anyone listed on the authorized pick up list).

It is important and necessary for you to pick up your child on time. A child whose ride is late experiences great anxiety and worry. It is difficult for the child/children and for the teacher who often needs to prepare for the next class or attend to duties outside of our program. We understand that emergencies do happen. If an emergency occurs, please take the time to give us a call. *There is a \$5.00 fee per child for the first 1-10 minutes you are late, and an additional \$1.00 per minute afterward which is due when you pick up your child.*

The following steps will be taken if you are more than 15 minutes late in picking up your child:

- • Continue trying to contact the parents at the numbers listed on the emergency card.
- • Call the alternate emergency numbers listed on the emergency cards.
- • If after 30 minutes there still has been no contact with a parent or an emergency contact person, the Chula Vista Police Department will be notified.

## Sign In/Out Procedures:

Parents or authorized representative (18 years or older) must accompany the child to the classroom each morning. Our sign in books are located in the front foyer. Please sign your child in and out each day they attend Tiny Tots. The person signing in and out shall use his/her **full legal signature** and shall record the time of drop off and pick up. If your child is absent on any given day, please write ABSENT on the days they were not in school. Children will not be released to anyone other than their parent/guardian, unless other arrangements have been made and the alternate pick up person is made known to Tiny Tots Staff at drop off time. IDs will be needed to show teachers for anyone who does not normally pick the child up.

**Absence/Illness:**

**PLEASE DO NOT BRING A CHILD TO SCHOOL WHO SHOWS ANY SIGNS OF ILLNESS AND/OR INFECTION.**

Children should not attend class if any of the following symptoms are present:

- • Fever over 99.9 degrees
- • Nausea, Vomiting or Diarrhea
- • Undiagnosed rashes
- • Red or running nose and eyes
- • Swollen glands
- • Head lice
- • Pink eye
- • Sore throat

**Your child must be symptom free, without use of medication, for 24 hours before returning to class.**

Should a child become sick during class, he or she will be sent home. The parents will be contacted. The child will be separated from the group and made comfortable until the parent arrives.

If your child will be absent from class, please contact the Program Director by email or by phone at (619) 600-4160, to report your child's specific symptoms and intended absence. Should your child be exposed to a communicable disease while at school, all parents will be notified of the disease and its symptoms, without disclosing any names.

**Medication:**

Whenever possible, the parent/guardian should make arrangements for prescribed medications to be administered before or after the program hours. No medications shall be administered to reduce a fever or sickness.

**Allergy Action Plan:**

**If your child has a serious allergy, please be sure to disclose this to the program Director prior to the first day of school to discuss your child's medical condition and emergency requirements.**

To prepare for the unlikely event of an allergic reaction, we at New Hope Tiny Tots take the following precautionary measures.

1. The Tiny Tots Director will review all student medical information during registration. Child having been identified with an allergy will have their picture taken to aid in identification.

2. An Allergy Action Plan will be on file in the program office detailing the nature of the allergy to and actions to be taken should treatment be required.
3. If medication needs to be dispensed in the event of a reaction, (i.e.: Benadryl, Epipen, etc.) a letter from a doctor with detailed dosing instructions will be part of the Allergy Action Plan on file in the office.
4. A picture of each child that has an allergy, as well as a list of those things that the child is allergic to, will be displayed discretely in each classroom so that the staff can easily identify the student.
5. The staff will be made aware of those children that are enrolled during the given session and will review the action required in the Allergy Action Plan.
6. Staff members will be given instruction on how to properly use an Epipen, as well as partake in a simulation to familiarize themselves with the procedures that we have in place to respond in the event that a reaction should take place.

**Confidentiality:**

All participant records maintained by the Tiny Tots Preschool program will be kept confidential. Parents have the right to inspect their child's records by presenting a written request to the Director. Records, medical forms and all other information on participants will be released by photocopy or transferred only upon written request of the parent, except in evidence of abuse. The program maintains all original documents in the children's files for three years after they have been discharged.

**Emergency Information:**

**UP TO DATE** information is required for all children. This information will include phone numbers of where parents can be reached during program hours, phone numbers for your doctor and phone numbers for alternate emergency contacts. Should your child require immediate medical care, all staff is trained in both CPR and First Aid. Should the injury appear to be serious, 911 will be called. You will then be contacted. If you cannot be reached, we will contact the people you listed on the emergency card to handle any and all emergency care decisions concerning the child.

Should any parent request exemption from medical care for their child based on any reason, it is imperative that the Tiny Tots program be notified at time of registration. The name, phone number and address of a certified practitioner shall be part of such child's emergency information, along with specific written guidelines as to how the parent wishes the program to handle an emergency. This document will become part of that child's records.

In case of minor accident during class, the staff will administer first aid and an incident report will be filed, which the parent will sign upon pick up. If further medical attention is required, the parent will be notified as quickly as possible and the staff will call 911. Every effort would be made to contact the child's own physician.

**Discipline:**

We use positive methods of discipline, which encourage self-direction and good self-esteem in a firm, consistent manner. We will *not* use the following methods of discipline:

- • Hitting, spanking, shaking, biting, pinching or inflicting other forms of corporal punishment.
- • Restricting a child's movement by binding or tying him or her.
- • Inflicting mental or emotional punishment, such as humiliation, shaming or threatening.
- • Depriving a child of meals, snacks, rest or necessary toilet use.
- • Confining a child in an enclosed area such as a closet, locked room, box, or cubicle.

Developmentally appropriate discipline or restraint may be used when reasonably necessary to prevent a child from harming itself or to prevent the child from harming other persons or property.

**Communication with Parents:**

This handbook has been supplied in an effort to answer many of your questions and to provide clear policies in order to prevent any future problems or misunderstandings. Please contact the Tiny Tots Director or staff if you have further concerns.

Parents will be informed of program activities through emails and through notes sent home, or Class Dojo App or Remind App from the teachers.

Parents are asked to refrain from discussing a child's negative behavior in front of any child. While it is important for teachers and parents to communicate, we ask that all communications occur following class time or during scheduled conference. Please contact the program Director to address any other concerns.

**Termination of service**

New Hope Tiny Tots Preschool makes every effort to provide a program that meets the needs of both child and family. If, however, after working with the child and family, we do not believe it is in the child's best interest to remain in the classroom, we will ask the family to remove the child from the program. The Director may require a parent to take their child out of Tiny Tots if the parent fails to follow the policies as described in this handbook.



**Dress Code:**

Parents are asked label all sweaters, jackets, coats, school bags, backpacks, etc. with the child's name. Dress your child in comfortable, practical clothing for painting or playing outdoors. Shorts under girls' dresses are strongly recommended. Closed toed shoes are required. Dress shoes may have slick soles and sandals or flip-flops are inappropriate for active play. Children's clothing should be uncomplicated so that they can easily use the bathroom by themselves.

**Parents must supply a complete change of clothing-shirt, pants, underwear and socks.** Please put these items in a zip-lock plastic bag labeled with your child's name and bring them to school every day in your child's backpack. If your child has soiled clothing, the dirty clothes will be put in a plastic bag and placed back into your child's backpack.

**Snack/Lunch:**

New Hope Tiny Tots Program does not provide a snack or lunch. Parents may decide to allow their child to bring a well-balanced snack or lunch. Refrigeration and /or microwave for heating are not available. Please insure your child's food is non-perishable and kept in a thermal sealed lunch box. Please do not allow your child to bring soda, candy or gum. Please label all containers, utensils, etc.

**Helpful Hints:**

It is our desire that your child's first school experience be pleasant and fulfilling. Sometimes, the first few days will be hard for your child and/or for you. Here are few ideas on how you can help:

1. Have a plan before the first day of school. Explain to your child what to expect. Explain that you will be leaving him/her at school and what time you will be picking him/her up.
2. On the first day of school, bring your child directly to the teacher, who will show the child around the room and help him/her to feel welcome.
3. During the first days, it is important that you leave and not linger too long (even if your child cries). Often, staying during a difficult separation only makes the separation more difficult.
4. Parents are welcome to call to check to see how their child is doing. If a child continues to cry for a prolonged period of time, the parent will be notified. Please be assured your child will be comforted.
5. Never leave without telling him/her good-bye.

## **Typical Daily Schedule**

### **Arrival/Free Choice Activity**

Each child will have the opportunity to freely choose a variety of activities. They may include music and movement, story time, books, puzzles, unstructured art, dramatic play, table toys, sensory tubs and blocks.

### **Circle Time**

(calendar, weather, introduce theme, song, thinking and talking)

### **Learning By Doing**

Lesson plans will include carefully planned developmentally appropriate activities to help develop each child's growth in language, fine motor, and large motor, mathematical, social emotional, cognitive & self-help skills.

### **Crafts & Creations**

Clean-up & Get ready for snack Snack & recess

### **Structured Learning & Group Activities**

We will continue developmentally appropriate activities that correlate with the weekly theme. Group activities may include organized games, music & movement, stories, or singing songs.

### **Storytime**

Bible Story/Song/Memory Verse  
Review/Music and Movement/Closing Prayer/Dismissal

### **Home and School Connections**

Some activities that parents participate in to support our Tiny Tots teachers, school and students include:

#### **Support at home:**

The way that parents communicate with their children and support their children at home greatly impacts a student's success at school. Parents can support their student's learning through:

- Role modeling
- Reading with their children
- Talking with their students about school
- Encouragement

### **Communication with the teachers and school:**

On-going communication with the school and teachers is vital to children being successful at school. Parents are encouraged to:

- Stay informed through our monthly newsletters, director emails, posted information on bulletin board, Class Dojo App and/or Remind App.

### **Volunteering:**

Parents can actively support the education of children by supporting the school and teachers in education with classroom activity prep and during special events. Some volunteering options include:

- Volunteer in the classroom supporting instruction or preparing materials
- Help during special events

( Photo Day, Teacher Appreciation Week, Special programs, etc.)

<h2><b>Classroom Parent Volunteer Guidelines</b></h2>
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### **Every Day Tasks:**

1. Always check in with the office before volunteering.
2. Place your personal belongings in a safe place out of the children's reach.
3. Cell phones should be on vibrate or off during your time in the classroom.
4. Possible ways to assist teaching staff:
  - Sit with children on rug during circle time to set an example of focus and attention
  - Help wipe down/disinfect tables or hard surface toys
  - Set up an activity/Clean up an activity
  - Manage a small group activity (usually art activity)
  - Read to one child or small group of children
  - Assist children with cleanup time/organizing materials
  - Place children's work in their cubbies
  - Comfort a child who needs it

### **Handling Inappropriate Behaviors:**

1. Redirect inappropriate behavior to an acceptable behavior:
  - "We do not throw blocks. Blocks are for building. Can you build a bridge for the toy dinosaurs?"
  - "Running inside is not safe. We can run when we go outside. Would you like to do some jumping jacks?"

- “Keep your hands to yourself. Hitting is not OK. You can say “please stop” to your friend, or get help from an adult.”
2. Very challenging behaviors:
    - Stop any behaviors that could result in damage or injury, i.e., you see a child about to hit another child with a wood block. Child is trying to climb or jump off a bookshelf. Child is about to run out of the door, in the parking lot, etc.
    - Move other children away from a child that may hit, kick, bite or throw objects. Give very upset child some space.
    - Never grab or restrain a child unless extremely dangerous situations (i.e., child is running directly into the parking lot).
  3. When in doubt, always ask the teacher what to do.

**Child Care Licensing Requirements:**

- Teachers directly supervise volunteer at all times.
- Volunteer is not left alone with children in care.
- Volunteers in classrooms can only volunteer if FBI and DOJ background checks have been submitted and cleared. You must get a titer blood panel to show proof of immunity to measles, mumps, and rubella. You must bring your shot records and show immunizations for pertussis (DTaP or Tdap) . Also you must show proof of negative TB test. Please take all of this to the office so they can make a copy of it for their files before you volunteer.