

# Tiny Tots

PRESCHOOL

Petaluma Parks & Recreation

2024-2025 Parent Handbook



## DAILY SCHEDULE

- 8:30 - Drop-Off.
- 8:45 - Morning Circle.
- 9:00 - Indoor Activities
- 10:00 - Clean Up.
- 10:15 - Story & Snack.
- 10:30 - Outdoors
- 11:45 - Closing Circle
- 12:00 - Pick Up/Lunch
- 1:00 - Outdoor
- 2:15- Snack
- 2:45- Closing Circle
- 3:00- Pick Up

## Tiny Tots

Children ages 2-5 are provided a safe, nurturing environment to learn to grow. Children are given support to develop social skills, build self-confidence, form friendships, explore and create in preparation for TK/Kindergarten. The Tiny Tots classroom is set up with inspiring intentions and invitations to play and explore, activities are designed to encourage well rounded development. Our curriculum is designed to nurture the development of the whole child through play, planned activities and an intentional age-appropriate classroom.





## Philosophy

At Tiny Tots Preschool we believe play is how children learn and process the world around them. It is through play that the children exercise curiosity and imagination, learn to concentrate, try out new ideas and practice grown-up behaviors. The value of play cannot be overstated.

We believe the role of our teachers is to facilitate the social, emotional, cognitive and physical development of each child by nurturing their curiosity and inspiring new ideas. The classroom environment is set up by the teachers to inspire the children to play, create and explore. It is through this work that children grow and learn. Teachers respect children's ideas, encourage self-initiated learning, model behavior, respect individual differences and reduce the pressure of competition/perfection.

A child's experience at Tiny Tots is seen as a supplement to, rather than a replacement for, the family. We believe it is essential to work with parents/families to meet each child's needs. We provide a warm and caring atmosphere with open communication to foster a home/school connection and sense of belonging

## Inclusion for all

We welcome persons with disabilities to participate in any class or activity offered by the Petaluma Parks and Recreation Department. We will make reasonable effort to accommodate the participant's special needs so that they may enjoy the recreational opportunities offered by our department.

The City of Petaluma prohibits discrimination in all its programs, facilities, activities, on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.





Send your child in comfortable clothing that they can run, jump, climb and get MESSY.

Comfortable sneakers are perfect for preschool.

Be sure to send a sweatshirt/jackets for the park. Please LABEL your child's name on all jackets, sweaters, and sweatshirts.



## Snack

We are a **NUT-FREE** facility. We know this can be a challenge, but the children's safety is our number one priority.

Pack a healthy and nut-free snack. We do not have the ability to heat or refrigerate food. If snack requires utensils, you will need to provide them.

Water- Please provide your child with a labeled reusable water bottle. We take these water bottles with us to the park; it is important that they are labeled and do not leak.

Any candy found in lunches will be placed in your child's folder to enjoy at home.

## Lunch Bunch 12:00-3:00

This program is an opportunity for your child to stay until 3:00 to enjoy lunch with friends and teachers in the preschool classroom. The children bring a lunch and enjoy free play and a trip to the park with their friends under their preschool teacher's supervision.

## What to Bring

Please provide your child with a simple and nutritious snack each day. Pack food in containers your child can open themselves. Teachers will help, but children are empowered when they can do it themselves.

A reusable water bottle.

A change of clothes to keep in the bathroom in case of potty accidents or other messes.

**LABEL EVERYTHING**



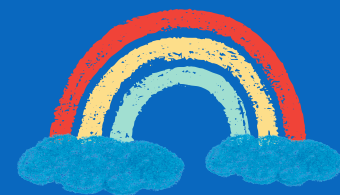
# Picking Up & Dropping Off

**Arrival:** Families wait outside the classroom door until the teachers open the classroom at 8:30. Enter the classroom, put away your child's belongings then help them wash their hands. The children are encouraged to find an activity until the bell rings. Circle is at 8:45am, we ask that you have arrived and your child is ready to participate by that time. All children must be signed in by a parent or legal guardian through the Brightwheel app.

**Dismissal:** The doors open at 12:00 for families to gather their children. Children will only be released to those who have been authorized, in writing, by the child's parent or legal guardian. Parents must indicate on the Emergency Form those individuals who are authorized to pick up children. To add authorization a message can be sent via Brightwheel or a written note can be provided.



Saying goodbye can be difficult for children and parents. We will work together with this transition. If a child remains unhappy, we always phone home. If your child has a hard time transitioning into school we will work together to make a plan.







### Hand Washing:

- Arrival to and from the facility and after breaks.
- Before and after eating or handling food.
- After using the toilet or helping a child use the bathroom.
- After coming in contact with bodily fluid.
- After playing outdoors.
- After handling garbage.



## Teacher to Child Ratios

Each class will be run with a 8:1 Child to Teacher Ratio. There will be a minimum of two teachers in each class every day.

The same teachers will remain with the same class throughout the semester to provide consistency for the children. Teachers or children might be moved from one group to another only if it is deemed best.

## Toileting

**Children must be fully potty trained to attend Tiny Tots.**

We understand that accidents do happen and will assist your child in changing if that should occur. Parents will be contacted.

Dress your child in clothing that can be removed quickly when they hurry to the bathroom. Children should wear clothes they can change themselves. Teachers will help teach children dress themselves

## CPR & First Aid

All of our Tiny Tots Team get certified in First Aid and CPR by the American Red Cross every two years.



# Illness Policy

## Philosophy

To ensure a healthy environment for all children and staff we use guidelines from the CDC, this policy will be strongly enforced. Our goal is to have a healthy year, not only for the children, but for the staff as well. Communication and partnership are keys in making sure everyone is happy and healthy all year. We greatly appreciate your effort in helping us provide a healthy environment for the children. Doing a quick health check before heading to school can help stop the spread and keep our classrooms healthy.

**Fever (100.4 and above):** Sent home or stay home until fever free for 24 hours WITHOUT the use of fever reducing agents. If child is sent home, the child cannot return the following day.

**Vomiting:** Sent home or stay home until vomiting has stopped for at least 24 hours.

**Diarrhea (2 or more loose stools in a day):** Sent home or stay home until diarrhea has ceased for at least 24 or has a doctor's note of clearance.

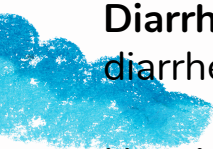
**Nasal Discharge / Coughing:** The child may return when the discharge and/ or cough is fully resolved and does not restrict child's activity.

**Lice:** Sent home at any sign of nit or lice in hair. May return when they are nit free. Parents will be asked to check their child daily for at least 14 days.

**Pink Eye:** Sent home at first sign of redness, puffiness, or discharge. May return after being on medication for at least 24 hours.

**Seasonal Allergies:** We ask you provide a doctors note in order to ensure it is allergies and not another illness.

If a child becomes ill while at school, parents will be called and the child will wait in the office with the Director or Teacher.





# Discipline

Social emotional development is a priority at Tiny Tots Preschool. Teachers model effective communication and develop curriculum to help children learn about their feelings and actions. Children are encouraged to express their feelings, listen to others and work with teachers and classmates to problem solve in a respectful way.

We work with children to correct inappropriate behaviors. We will collaborate with families to find solutions together. We will connect with outside resources if available, appropriate and with parent consent.

If behaviors put your child, classmates or staff at risk parents will be called to pick up as soon as possible. We will then collaborate on a plan to support the child, classmates, families, and staff.

We use a progressive model of discipline. If behavior problems persist or increase a reduction of hours, days and ultimately disenrollment may occur.

## Building Rules

Parents and guardians must stay with their child when in the building. Walking feet and inside voices are required to be respectful to others using the building. Please do not block the pathways while waiting to pick up or drop off your child.

Staff reserves the right to cancel class at any time do to building closures beyond our control such as emergencies, flooding, fires, etc.

Do not park in the red zone or loading zone during pick up or drop off. You must be parked in a designated parking spot at all times.

