



TOTS Academy

TODDLER OPPORTUNITIES TO THRIVE AND SUCCEED

Parent Handbook

2024-2025

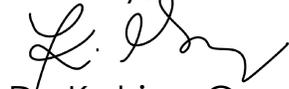
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Dear Parents/Guardians,

Welcome to the TOTS Academy! The Chino Valley Unified School District is honored that you have chosen to join our program for your child's educational journey. As you know, these are the most formative years in your child's education and development. We believe that your child's experience at The TOTS Academy will foster a love of learning, establish the skills needed to continue their education, and be fun! The information in this handbook will provide you an overview of the program, including policies and procedures. Our goal is to be collaborative in creating a positive experience for students, parents, and staff. Therefore, if you have any questions, please do not hesitate to contact myself or any of the TOTS Academy staff, as we are more than happy to help. We look forward to a wonderful 2024-2025 school year!

Warmly,



Dr. Katrina Gomez

Director, Health Services & Child Development

Chino Valley TOTS Academy

The Chino Valley TOTS Academy is a full-day, tuition-based preschool program. This program offers a developmentally appropriate curriculum and an enriching learning environment for children ages 2-4. Per licensing requirements, the TOTS Academy follows a 1:10 staff to student ratio.

Our program is located on the Chino Valley Adult School Campus, Room KA, at 12970 3rd St, Chino, CA 91710.

Health Services & Child Development Office: 909-628-1202 X8918

Director: Dr. Katrina Gomez

Coordinator: Shiloh Hart

License #364840761

Our Philosophy

United together, the Chino Valley Unified School District staff, parents/guardians, community, and Governing Board work to provide an educational environment whereby: Our students possess the personal and academic skills to be successful, responsible, and productive. They are motivated, self-confident, life-long learners. They exhibit integrity and contribute to the well-being of their communities. They successfully solve problems using their intellectual capacity and appropriate technology tools. They respect the ideas of other people, while holding true to their own convictions. Students recognize that academic achievement is essential to competing in the global economic setting. They face the future knowing that their goals are within their reach by continuing their education and through their individual commitment and hard work.

The mission of Chino Valley Unified School District is to provide all students a rigorous and relevant education in a safe learning environment.

Core Values

- All students can learn.
- High academic expectations can be met through excellent teaching and active learning.
- Each student has unique strengths that are recognized and nurtured.
- Each student has unique needs that are recognized and addressed.
- Building character is as important as building minds.
- Parents/guardians are our partners in the educational process.
- Collaboration, cooperation, and respectfulness are essential in the learning environment.
- Community partners are essential to enriching the lives of students.
- We provide excellent service to all students.
- Positive school climate supports student learning.

Goals

- To meet the needs of individual students and promote success in language, pre-academics, and social development.
- Provide a safe, positive, and inclusive learning environment free from discrimination.
- To maintain consistent communication with parents, staff, and the community regarding ways to better assist our students.
- To prepare each student for the transition to kindergarten.

Curriculum

The major goals of preschool are to develop language, socialization, and pre-academic readiness skills. Preschool students learn to make choices and be responsible for their actions while taking pride in their classroom and individual and group successes. The Chino Valley TOTS Academy program includes the Frog Street curriculum. The Frog Street Pre-K curriculum is a comprehensive, dual-language program designed to meet the needs of diverse learners while supporting developmental learning domains. Pre-kindergarten curriculum includes a research-based scope & sequence for literacy, math, and content domains. Acknowledging the individual needs of ALL learners, the pre-k curriculum includes strategies for differentiated instruction, and adaptations for special needs, English Language Learners, and more. Key learning domains are woven into every aspect of Frog Street's curriculum for pre-k and weekly instructional plans. Integrated STEAM projects promote problem-solving and beginning coding skills. Interactive digital programs support families at home. An exclusive partnership with the Conscious Discipline® program provides the tools for a strong social-emotional foundation.

Program Eligibility

- Students between the ages of 2 and 4 years old
- Students must be fully toilet trained
- Current immunization record is up to date
- Completed registration packet

Operating Hours

- Monday through Friday, following the District's traditional calendar
- School day- 7:50 a.m. to 2:30 p.m.
- Full-time and part-time weekly options
 - Full-time, Monday through Friday
 - Part-time, Three-day/ Monday, Wednesday, Friday

Before and After-Program Care

- Before care: 7 a.m. to 7:50 a.m.
- After-program care: 2:30 p.m. to 6 p.m.

Tuition/Fees

- Full-time (Monday- Friday): \$740 monthly
- Part-time (Monday/Wednesday/Friday): \$445 monthly
- Non-refundable annual registration fee: \$75 per student or \$50 for two or more students/family
- Tuition fees are due on the 1st of each month

Before and After-School Care

Morning Care/ 7 a.m. - 7:50 a.m.

- Full-time (Monday-Friday): \$80 monthly
- Part-Time (Monday/Wednesday/Friday): \$48 monthly

After-program Care/ 2:30 p.m. - 6 p.m.

- Full-time (Monday-Friday): \$160 monthly
- Part-time (Monday/ Wednesday/ Friday): \$96 monthly

Program Participation Requirements

- The parent/guardian (or someone 18 years or older specified on the emergency card) must sign their student in and out each day and on time using a full legal signature. Our program uses the ProCare system located at the check in/out area of the

classroom.

- The emergency card must be kept up-to-date with current phone numbers and names of people authorized to drop off/pick up the student.
- Each student must be brought to preschool on time and picked up on time. Since preschool is not a daycare program, we are unable to accommodate late pickups. **Each incident of late pickup of 5 minutes or more will result in a charge of \$2 for each additional minute thereafter** due and payable at the time of the next monthly participation fee payment.
- Students are expected to participate in daily instructional activities. Behavior problems will be documented, and parents will be contacted via notes, phone calls home, and/or parent conferences. Those students demonstrating excessive, on-going behavior issues may be at risk for dismissal from the program.
- Consistent attendance is required for participation in the preschool program. Students should only be absent from preschool for a verified illness, medical appointment, or family emergency.
- Students are expected to be dressed in clothing and sturdy shoes suitable for indoor and outdoor play (closed toed shoes are required). Parents/guardians are asked to consider inclement weather when dressing their students. Please clearly mark all clothing with your student's name (on the inside tag, etc). See the District Dress Code policy.

Toilet Training Policy

Children enrolled at the TOTS Academy must be toilet trained before attending our program. Children must be wearing underwear with very few accidents. A child having more than two accidents per day, for more than five days, will not be considered

toilet trained. Please note that wearing pull ups is not considered toilet trained.

We do understand that even toilet-trained children will occasionally have toileting accidents. By definition, “accidents are unusual incidents and should happen infrequently.” In the case of these instances, the TOTS Academy staff will walk the children through (or help depending on age) changing their clothes, encouraging as much independence as possible.

A toilet-trained child is a child who can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go.
- Alert him/herself to stop what they are doing, so that they can go to the restroom.
- Pull down his/her clothes and get them back up without assistance.
- Wipe him/herself after using the toilet.
- Get on/off the toilet by him/herself.
- Wash and dry hands.
- Postpone going if they must wait for someone who is in the restroom or if they are away from the classroom.
- Awaken during rest time should they need to use the restroom.

We will certainly ask your child many times throughout the day and always before rest time if they need to use the restroom. A staff member will assist children as needed, but children should be able to complete toileting activities independently.

We understand that it is not uncommon for a child who is toilet trained to have a setback when he/she is in a new environment or after a long break (i.e. 1-2 week holiday break). TOTS Academy staff are aware of this and will assist the children as necessary. Please dress your child in clothing that can be undone and changed easily. Please send a complete change of clothes appropriate for the season in a large Ziplock bag labeled with your child's name. These will be left in the classroom in case of accidents and returned at the

end of the school year. Parents will be notified if a child has a toileting accident.

We understand that each child arrives at this milestone differently; therefore, we will allow two weeks (Ten school days) from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents/guardians and reserve the right to suspend attendance of the child at such time until the child demonstrates that he/she is toilet trained.

Medication

If your student needs to take medication during the school day, it will be stored in the classroom's locked medication cart. It must be in the original container with the student's name and printed directions on the label with a doctor's prescription. Current doctor's order and CVUSD medication administration form must be provided for a school district nurse to review. Doctor's orders will be filed in a locked cabinet for reference by TOTS Academy staff and should be updated by the parent/guardian annually and/or as needed.

Over-the-counter medicines will not be administered (including cold medicines and nutritional supplements) without a prescription, doctor's order, and completed CVUSD medication administration form. Only trained and authorized personnel will be allowed to administer medication with the parent's/guardian's written permission indicated on the release form in the enrollment packet.

Illness Guidelines

Listed below are the guidelines recommended by the American Academy of Pediatrics to help parents decide when their children should stay home from school. If your child develops any of the symptoms below while attending the TOTS Academy, parents/guardians will be contacted to pick up their child.

Fever

If your child's temperature is 100.4 degrees or higher, keep your child at home. Your child should be fever-free for 24 hours (without medicine) before returning to school.

Diarrhea or Vomiting

Keep your child home until the illness is over, and for 24 hours after the last episode (without medicine).

Sore Throat

A minor sore throat is usually not a problem, but a severe sore throat could be strep throat even if there is no fever. Other symptoms of strep throat in children are headache and stomach upset. Keep your child home from school and contact a doctor. Your child needs a special test to determine if it is strep throat. He or she can return to school 24 hours after antibiotic treatment begins.

Earaches

The child needs to see a doctor.

Pink Eye (Conjunctivitis)

The whites of the child's eye are pink or red and there is white or yellow eye mucus drainage present. The child may also have matted eye lids after sleep and eye pain, or redness of the eyelids or skin around the eye. The child should not return to school until they are symptom free or have a doctor's note to return.

Please inform the staff if your student has, or has been exposed to, a communicable disease (chicken pox, mumps, etc.) so we can be alerted to early symptoms. A staff member will notify parents when a student has been exposed to a communicable disease.

Rest Time

Children are provided with rest time at the same time each afternoon. We realize every child may not sleep; however, we encourage them to rest. Each child will be provided a cot to rest on in the classroom and each child has the option to bring in their own

bedding.

Please label your child's bedding, we will store it in their cubby and give it to you to take home weekly for cleaning. We ask that it be brought back on their first day of attendance the following week.

Nutrition

One of the primary goals of our lunch program is to help children develop healthy eating habits, table manners, and polite conversation. If your child has any special dietary requirements, please let us know. We encourage children to acquire a taste for a variety of foods. We urge them to try new foods, but we never force a child to eat anything. Food is not used as a punishment or a reward. Monthly lunch menus will be sent home to parents and posted in the classroom.

Nutritious meals approved by the District will be served for breakfast, lunch, and afternoon snack. All meals and snacks are included in the program tuition. However, if a family wants to supplement our lunch program by bringing a main course for their child, please follow our guidelines: no fast food, no food that needs to be microwaved or heated, and no sweets. All items consumed or not will be thrown away after lunch.

Birthday Policy

If you are planning a birthday party for your student and wish to invite peers from your student's class, please either invite the entire class or mail invitations at your own expense to selected students in the class or program in general.

The TOTS Academy staff will celebrate students on their birthdays with a small classroom activity. If you'd like to provide treats for your child's birthday, please inform the TOTS Academy teacher a week prior and note that only store bought, individually packaged treats or toys will be accepted.

Bringing Items from Home

Students will be provided with instructional supplies during the preschool day. Items brought from home for the purposes of Share Time are allowed; however, the staff cannot be responsible for items that are broken, lost, or stolen. No guns, weapons, or other items that promote violence are permissible (including logos on clothing). Please do not send your student to school with money, candy, gum, or individual snacks.

Parent/Guardian Participation

Parents/guardians are encouraged to volunteer during classroom events, attend parent support and informational meetings, and share in their students' learning. A sign-up sheet is available for interested parents to volunteer in the classroom during classroom events (See Important Dates). Classroom visitations must be scheduled in advance with the program Director or Coordinator (see District Board policy). Per licensing requirements, parents/guardians that request to be in the classroom more than 30 minutes will need to provide background clearance by the Department of Justice and a negative tuberculosis test at the parent's/guardian's own cost.

Child Rights

No person may threaten or administer corporal punishment to a child. Toileting accidents are treated with helpfulness, not shame. Mealtimes are for socializing and modeling good habits. Any spills are treated with helpfulness, not ridicule. We respect each child as an individual with unique qualities and developmental abilities.

Positive Discipline Program

5144 Discipline

The Board of Education desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations

for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline.

5137(a) Positive School Climate

The Board of Education desires to enhance student learning by providing an orderly, caring and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy, and administrative regulation.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the District's non-discrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing consistent classroom management skills, implementing effective disciplinary techniques, and establishing cooperative relationships with parents/guardians.

Uniform Complaint Procedure

The Chino Valley Unified School District Board of Education has a policy which applies to all state and federal categorical programs. It is used to address complaints about civil rights violations or discrimination on the basis of ethnic group identification, religion, sex, gender, color, physical or mental disability, facility conditions posing

emergency or urgent threat to health or safety of students, mis-assignment of staff, and non-aligned instructional materials. Procedures and forms for filing qualifying complaints as well as Board policies may be obtained from the Chino Valley Unified School District Office.