



City of Fontana



**Community Services Department  
Tiny Tots Program  
Registration Packet 2023-2024**

**Purpose of the Program**

The purpose of the Tiny Tots Program is to provide a healthy, happy, secure, creative, and stimulating atmosphere for the growth and development of children at a reasonable cost to the parents.

**Philosophy**

This program is designed to create an environment of love and trust where children can grow emotionally, intellectually, socially, and physically. Staff-directed activities are planned specifically for the progression of learning in physical, intellectual, social, and emotional development. We believe that children learn best through interactions with other children and adults.

**Registration Information**

Registration will begin for Fontana Residents on Monday, August 14<sup>th</sup> at 6:00am online or in person during Facility Hours (view hours online at [Recreation.FontanaCA.gov](http://Recreation.FontanaCA.gov) per facility), at the following locations: Jessie Turner Health & Fitness Community Center, Heritage Neighborhood Center, Cypress Neighborhood Center, and the Don Day Neighborhood Center.

The following items are required at the time of registration:

- Copy of child's birth certificate
- Copy of child's most recent immunization records
  - In California, state law provides for mandatory vaccinations for diphtheria, hepatitis, influenza, measles, mumps, pertussis, poliomyelitis, rubella and tetanus, and any other diseases designated by the Department of Health Services in consultation with the Center for Disease Control and the American Academy of Pediatrics.
- Signed waiver (yellow card attached in this packet)
- Signed parent agreement form (back page of this packet)
- Signed student information forms (health, and pick up information)
- Copy of priority registration and signed understanding of priority registration
- Check, Cash, Money Order, or major credit card payments accepted

## **On Going/Continued Registration**

Priority Registration is used to allow currently enrolled residents the opportunity to re-enroll into the same program or activity for the following session. This standard business practice promotes program participation and is used to attract and retain our customer base in classes that are highly impacted.

Priority Registration is taken two (2) weeks prior to the new session start date. All other Fontana residents may begin to register one (1) week prior to the beginning of the session, based on available openings.

Non-resident registration typically begins the Friday prior to the beginning of the session and is also based on available openings regardless of if the non-resident is currently enrolled into a program or activity.

**Important registration dates based on priority, resident, and non-resident registration are as follows:**

### ***Priority Registration Information (2023 Calendar Year)***

#### **September 2023 Session**

- **Priority Registration for Fontana Residents currently registered in class – August 14**
- Resident registration for those not currently registered in class – August 21
- All Non-Resident registration begins – August 25

#### **October 2023 Session**

- **Priority Registration for Fontana Residents currently registered in class – September 11**
- Resident registration for those not currently registered in class – September 18
- All Non-Resident registration begins – September 22

#### **November 2023 Session**

- **Priority Registration for Fontana Residents currently registered in class – October 9**
- Resident registration for those not currently registered in class – October 16
- All Non-Resident registration begins – October 20

#### **December 2023 Session**

- **Priority Registration for Fontana Residents currently registered in class – November 6**
- Resident registration for those not currently registered in class – November 13
- All Non-Resident registration begins – November 17

If a program is fully impacted, staff will do their best to provide alternates which may include a different location, days, times, or activities.

It is the parent's responsibility to remember to re-register their child for the program. As a courtesy, staff will make an effort to distribute registration reminders, but it is not guaranteed you will receive one.

In addition, the computer is set up to allow you to register for more than one month at a time. If you are interested in doing this, please speak with a front counter staff member.

## **Safety Precautions**

- Staff will be taking extra safety precautions during Tiny Tots. We will continue to monitor guidelines from the CDC, State of California, and the County of San Bernardino. Below is a list of precautions we will implement during class. These policies are subject to change based upon then-current health regulations.
  - Student ratios will be a maximum of 10 students to 1 staff, although the typical setting is 22 students to 3 staff.
  - We highly encourage parents or guardians to take their student's temperature and complete a health check before dropping off their student each day. If a student develops symptoms, they will be isolated and must be picked up as soon as possible. There will be a strict 72-hour sick policy. This means if your student has a fever, they cannot return until they are 72-hours fever free without the aid of medicine, as recommended by the CDC.
  - Cleaning and sanitation practices will be increased. All areas used for student activities will be cleaned, sanitized, and disinfected regularly.
  - We will increase hand sanitizer stations and designate hand-washing times. All students will be expected to practice proper hand-washing techniques.
  - Social distancing is recommended, parent/guardian should obey all posted signage and instruction during drop off and pick up.

## **PROGRAM CONTENT**

The Tiny Tot Program provides a warm nurturing environment for children to grow and learn. Each child is unique with individual interests and needs. Our age-specified programs are planned to be flexible and promote development of each child's physical and social needs. **The Tiny Tot Program is a recreational based program, not a licensed daycare.**

### **Outdoor Play**

Fresh air and exercise are important to a child's good health at our program. Participants may be going outside to play (when time/weather allows). Children will not go out during smog alerts. Each child is required to wear **closed toed shoes** daily.

### **Share Day**

Share days are scheduled by your child's teacher. Items brought for share time may not be played with during class time. Each child will be called up to talk about their item during circle time. This allows children to strengthen their vocabulary & social skills. Please no play guns, knives, swords, or anything inappropriate for the age group; items must be family friendly.

### **Discipline**

There will be no corporal punishment allowed. Children may be put in a "thinking chair", away from the other children and activities, for a brief period of time, or re-directed to another activity until the child is ready to join the other children. The City of Fontana Tiny Tots Program reserves the right to remove a child from our program if his/her behavior is inappropriate. First, the parents will be notified of a problem. Then, if need be, the child's parents will be given a written notice when that child is to be expelled from the program. If a child is allowed to remain in the Tiny Tots Program after a severe rule infraction, they will enter into a "Behavior Contract" with the child's instructor (see attached).

The City of Fontana reserves the right to remove a child from Tiny Tots without prior notification of parents if circumstances are deemed severe enough by staff.

### **Snack**

We ask that each parent provide a snack for their child. Pending then-current health guidelines, parents who wish to provide a snack for the whole class during special occasions (birthdays, holidays, classroom events) may do so, with prior permission from teacher, and all snacks must be store bought and pre-packaged. We prefer each child has their own snack/drink provided from home so parents know what their child is eating, especially if the child is allergic to certain types of food. **\*Please NO CANDY, soda, or snacks with high sugar content.**

### **Bathroom Use**

The City of Fontana Tiny Tot Program is designed 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 staff know when they need to use the restroom, being able to unbutton, unsnap, unzip, etc. all clothes and sitting on the toilet or standing in the proper position unaided. Students must also be able to clean up after themselves on their own. **Diapers or Pull ups will not be permitted.** Staff will not keep a change of clothes for students in the event of “accidents”.

If a Tiny Tot Participant has an accident during Tiny Tot Programming the following protocol will be followed:

- Staff will call the parent/guardian of the participant, or those individuals in the order as authorized emergency contacts if parent/guardian cannot be reached, to notify of situation. Parent/guardian or emergency contact will be made aware of options to bring a change of clothing or take-home participant for the day, depending on the severity of the occurrence.
- Participant will be seated inside of classroom and be given snack, toy, or craft until arrival of parent/guardian or emergency contact. Depending on severity of the accident, student may be directed to the restroom and provided with diaper wipes, toilet paper, wet paper towels, etc. to clean themselves.
- Upon arrival, parent/guardian or emergency contact will be given the opportunity to remove the participant from the Tiny Tot classroom; change participants set of clothing and return participant to the classroom. Parent/guardian or emergency contact may be asked by Tiny Tot staff to take participant home for the day depending on severity and number of occurrences.
- Staff may notify you that your Tiny Tot participant may not be ready to participate in the Tiny Tot Program due to the severity or frequency of bathroom accidents. If staff advise parents of this, a refund for the number of days not utilized will be made.

### **Birthdays**

We are more than happy to celebrate your child’s birthday with the class. If you would like to have a party for your child in the class, we will be happy to help. Here are some guidelines:

1. Inform the instructors a minimum one week prior to the party so the instructors can plan around it.

2. The last thirty minutes of class or snack time will be given to celebrate.
3. Parents do not have to be present during festivities but as always, you are welcome to join the fun. Please speak with your classroom teacher for event times.
4. Only individuals who have filled out a Volunteer Form and have cleared processing through the City of Fontana Human Resources Department will be allowed in the classroom during birthdays.
5. No “tag-a-long” during Tiny Tot hours. (Brothers, sisters, neighbors, friends etc.)

### **Clothing**

#### **What Your Child Should Wear to School:**

Think of your child’s comfort and provide simple clothing that is free of complicated fastenings. There are many articles that could get caught on equipment while your child is playing. Due to possible injury to your child, our program will not allow any type of drawstrings around hoods or neck. If your child comes to our program with an article as described above, a teacher will attempt to take the string out and put it out of reach of the child. The string will be sent home at the end of the day. It is important that your child wear **CLOSED TOED SHOES** at all times. Your child will be working with art materials and other messy activities please provide clothing that is sturdy. A typical day in Tiny Tots involves your child engaging in messy activities such as painting, gluing, and outside play. Please dress your child in clothes that can get dirty!

Please mark your child’s sweater/jacket, as well as, other belongings, with permanent marker to avoid the article of clothing being placed in our “Lost and Found”. **It is recommended that your child wear leggings or shorts under dresses.**

### **ARRIVAL AND DISMISSAL:**

**Class hours are from 8:30 a.m. to 11:20 a.m. and/or 12:10 p.m. to 3:00 p.m.**

#### **ARRIVAL:**

Please arrive no earlier than 8:30 a.m. and/or 12:10 p.m. for the beginning of class. **DOOR WILL NOT BE OPEN** prior to these times. This is very important; the instructors need time to prepare the classroom for the day and are not free to supervise children until these times. Please have your child use the restroom, if needed, before entering the classroom. The doors will open at 8:30 a.m. and 12:10 p.m. Avoid bringing your child much later than 8:30 a.m. and/ or 12:10 p.m., as he/she may feel uncomfortable about arriving after the other children have become involved in play activities.

#### **DISMISSAL:**

Please arrive between 11:15 -11:20 a.m. and/or 2:55-3:00 p.m. when picking up your child from Tiny Tots. If you know that you are going to be detained, please notify staff immediately so that we can reassure your child. **(A late fee of \$1.00 per minute per child will be charged for late pick-ups)** If you incur a late fee, the fee must be paid and a receipt must be shown to Tiny Tot Staff prior to the student returning to class.

If you are picking up your child early, please knock on the door and wait for a staff member to open it so that staff has an accurate count of all students. When possible, please inform staff if you know beforehand that you will be picking up your child early and we will have your child ready at that time for you.

## **SIGN IN & OUT**

### **Sign In:**

It is imperative that you or an authorized person with proper identification sign in your child each morning when arriving to the site. A full signature along with the time you are signing the student in is required during drop off. **Your child must be accompanied to his/her room and to the care of a teacher.** Staff use these sheets to account for every child under their care. If there is an emergency, staff will need an accurate sign-in sheet to ensure everyone is accounted for.

### **Sign Out:**

When you pick up your child each day, you must go into the center and sign your child out. A full signature along with the time you are signing the student out is required when signing your child in and out. Please ensure that when signing out your child that you bring identification daily as we may ask for it at any time. By coming in daily, you give the staff an opportunity to inform you of any upcoming events or special activities and pick up any messages or receipts that the staff may have for you. When you come into the center, you can also inform the staff of any special instructions you have about your child. We understand that there are occasions when you may be late and your visits will be short, but you need to take the time to sign your child in **EACH MORNING** and/or out **EACH AFTERNOON**. This is for your child's protection.

It is very important that all children are kept close to their parent/guardian at all times when signing into the Tiny Tot Program. Children must also be kept close to parents after signing out of the Tiny Tot Program. For your child's safety your child will not be permitted to roam unattended in the interior or exterior of the center including the parking lot regardless of whether your child has been signed out of the program or has yet to be signed in. Please allow for adequate room for others after you have completed signing in/out your child by leaving the immediate area.

There are times when other programming at the centers limit parking. Please allow ample time to park in a designated parking space. Handicap parking spaces are for individuals who possess the required placards on/in their vehicle. Failure to adhere to any parking rules can result in a ticket.

All Neighborhood and Community Centers are built for the enjoyment of the entire community. Please discuss with your child the importance of respecting the center and its amenities (including furniture, landscaping etc.) so that everyone in the community can enjoy the centers and keep it looking beautiful for all to enjoy.

## **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 authorization to pick up a child. This includes parents. If you want to add a person to your list, forms are available for you to fill out. It is imperative that your child's paperwork is current and up to date.

## **FINANCIAL POLICIES**

Tuition and late fees must be paid by check, cash, cashier's check, money order, or credit card. There will be a \$12.00 unincorporated Fontana residents fee and \$15.00 for non-residents added to your tuition for all participants not living within the incorporated area of the City of Fontana.

### **Refund Policy**

Refunds will only be considered if requested before the start of the second class. A \$10.00 processing fee will apply to all refunds.

### **Penalties for Late Pick-ups**

Children are to be picked up at the site daily by 11:20 a.m. and 3:00 p.m. If you know you are going to be detained, please contact the center immediately so that we can reassure your child. Even in these cases, there will be late pick up charge, but is still very important that we know you are on your way. The late fee will be \$1.00 per minute, after 11:20 a.m. and/or 3:00 p.m. For example, if you arrive to the site at 11:30 a.m. and you have one child, you will owe \$10.00. You will also be required to sign a "Late Slip", which will be placed in your child's file. Payment may be made at the time of arrival or may be made before your child returns to the next class. Proof that the late fee has been paid in the form of a receipt will need to be shown to Tiny Tot Staff prior to the student being able to return. If saving ten minutes means risking an accident, please drive safely and plan differently next time. Our program has no provisions for childcare after 11:20 a.m. and 3:00 p.m.; therefore, consistent lateness will be cause for dismissal. According to state law, children left at the program 60 minutes after closing and no contact has been made, are considered abandoned children and the authorities will be contacted.

## **HOLIDAYS**

**Our program will be closed in observance of the holidays below:**

New Year's Day, Martin Luther King Jr. Birthday, Presidents Day, Spring Break, Memorial Day, Summer Break, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day & Winter Break

## **VACATION OR ABSENCES**

No credit will be given if your child is out sick or on vacation. The regular tuition must be paid. Please plan accordingly. It is recommended that you call your program center if your child will be absent due to vacation or illness.

### **Practice Work**

Your child may receive practice work. Practice work will be given to parents who are interested to have their children practice sit down work at home. It is not mandatory but optional and is given as reinforcement to what the child is currently learning in class and to stimulate parent child involvement in the Tiny Tot program.

## **ADJUSTMENT PERIOD**

Children react differently to new settings. Below are some normal responses you may see in your child's behavior:

- There may be tears when you leave your child in the classroom. Many times, the crying stops within a few minutes from when you leave.
- Your child may cry, as he/she is getting ready to come to school. Take this opportunity to talk with your child about their day and some of the things they will do.
- When you arrive to pick up your child, he/she may cry when he/she sees you. Hug your child and let them know that you missed them. Reinforce the fact that you came back, and you will always come back.
- Some children may have a "delayed reaction". They may be fine for the first few days but then begin crying on the third or fourth day. This may even occur on the 3<sup>rd</sup> or 4<sup>th</sup> week. Such behavior is still normal.
- The adjustment period could be very short, lasting only a few days; to very long, lasting up to six weeks.
- Your child may experience an increased number of potty accidents while going through this transition.
- Showing anger towards his/her environment may also occur. An example of this might be a child throwing toys or hitting more frequently. These actions usually subside as the child becomes more comfortable with the program.

To help prevent this, prepare your child for their new experience. Talk about this experience in a positive way. Do not address crying (i.e., "Be a big boy for mommy and do not cry!") If your child does cry, be assured that your child is in good hands. You are welcome to call the program once you have reached your workplace or home. This could relieve some of the anxiety the parent feels when you are informed your child is happy and enjoying an activity!

When you say goodbye to your child, keep the following in mind:

- Tell them where you are going and when you will be coming back.
- Give your child a good-bye hug and kiss.
- Be short, but sweet when leaving.
- Say happy things like, "have fun," or "have a great day" ...but do not say, "Be a good girl/boy." Be specific, "Be a good listener. Smile!"
- Do not sneak out on your child, this could be very frightening when they realize you are gone. This could also prolong the adjustment period for your child. Always say goodbye even if it makes them cry, it will ease the transition.

The before mentioned situations are very normal scenarios that may occur. We are trained professionals and are very knowledgeable about how to handle most situations, but if we feel the adjustment period has lasted too long or your child is clearly upset by the transition, we will notify you. Very rarely are there incidents when a child is not adjusting to our program. Such behavior may occur for a variety of reasons. We feel it is our main goal for children to be successful and happy while here in our program, therefore, if necessary, alternative childcare may be recommended to ensure your child a successful experience.



## **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 past and the child's temperature has remained normal for 24 hours. A visual "wellness check" will be done daily by the Tiny Tots staff. If staff determines your child may not be well enough to stay at Tiny Tots, staff may ask you not to leave your child. A doctor's note will be required for your child if he/she is out of school due to illness longer than a week.

### **The Center's Guidelines for Sending Children Home:**

1. Temperature of 101 degrees or above
2. Two episodes of diarrhea within in a 12-hour period
3. Two episodes of vomiting within a 12-hour period
4. Red, irritated, crusty, or runny eyes or sty's, or pink eye
5. Thick yellow or green discharge from nose
6. Earache or discharge from ears
7. Rash
8. Persistent cough
9. Sore throat
10. Unexplainable pain/discomfort

### **What happens if your child becomes ill while at Tiny Tots?**

If your child becomes ill while at Tiny Tots, we will notify you by phone so that, either you or a designated person can come for the child as quickly as possible. Your child will be kept comfortable until you arrive. Please be sure you keep Tiny Tots informed of any changes in your work or emergency phone numbers. If you cannot be reached, we will contact someone on your authorization list. When your child is running a high fever, it is extremely important you arrive to the Center quickly. If warranted, we may call the paramedics if temperature continues to rise. If your child has a contagious illness/disease, please contact us immediately after doctor verification.

### **Guidelines for Keeping Your Child Home:**

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

We reserve the right to change these guidelines as situations occur. A "return to school" note may be requested by us from your pediatrician.

### **What Happens If Your Child Is Injured At The Center?**

If your child receives minor bumps and bruises, you will receive an “Ouch Report”. This report will describe the accident and the first aid given to your child.

For more serious accidents, the Instructor or Center Staff will take whatever steps necessary to provide emergency medical care, if warranted. These steps may include, but are not limited to the following:

1. Administer emergency action, if needed.
2. Attempt to contact the parent or guardian.
3. Attempt to contact the parent or guardian through any of the persons listed on the emergency information form you completed for us.
4. In the event of an emergency, we will either a) call 911 or b) have the child taken to the nearest hospital in the company of a staff member. In these cases, we will continue to attempt to contact the parent or guardian until we have reached them.

### **FIRE DRILLS AND EARTHQUAKE DRILLS**

Our program participates in monthly emergency drills. These drills are done randomly once a month. Our emergency preparedness procedures consist of fire and earthquake drills with the children, practicing our emergency evacuation procedure and storing emergency supplies. The children and the teachers move in an orderly manner to their designated evacuation assembly area. Attendance is taken and when the drill is complete, the children are escorted back to class. This can be very frightening for some children. Our philosophy is to ensure the children are comfortable with our procedure, in case there is ever an emergency, the children will feel secure and confident.

If we have to evacuate the building in case of a fire or earthquake, all the children will be supervised and escorted to our designated meeting spot. In the event that a major emergency occurs, we ask that parents come and pick up their child immediately; please remember to bring proper identification when doing so.

### **SMOGGY DAYS**

Each afternoon during the smoggy season, staff will call the Air Quality Management District to determine Pollutant Standards Index (PSI) level. If PSI levels are below 100, normal activities will occur. If PSI levels are between 100-200, only quiet outside activities will be allowed. PSI levels over 200 would be a stage one episode and children will remain indoors.

### **SAFETY**

Please make sure your child stays with you when you are coming or going in the parking lot. Do not allow your child to run around cars or run ahead of you. Preschool children are too small to be seen by a driver backing up or driving into our parking area. If you are driving several children in a carpool, have them hold hands and stay with you to and from the car. Children under the age of six years (regardless of weight) or weighing less than 60 pounds (regardless of age), must be in an approved child car seat. For the safety of your child, please keep your child in visual contact at all times. We ask that only persons with Handicap Placards Park in the designated Handicap Parking Spaces. All other vehicles that do not have the proper placard and

are parked in the Handicap Spaces will be ticketed. All vehicles are prohibited from loading, unloading or parking in red zones. All traffic signs and laws will be enforced. Walls, brick facades, steps and railings are not to be used as a play area. Please have all children under your care respect the facility.

### **PHOTOGRAPHS**

Periodically, your child will be photographed during special activities. These photographs are, at times, posted at the center. Occasionally, the news media may photograph children for news articles. The release form in this packet must be signed and returned.

### **QUESTIONS/COMMENTS**

It is important that you read any supplemental notes and newsletters that we may send home with your child. It is also very important to us that you feel free to be part of our program by offering suggestions, comments, and constructive criticism, as well as moral support. The center coordinator and Tiny Tots instructor are available for appointments at any time. Please call your child's center for an appointment.

### **CLASSROOM HELPERS/VOLUNTEERS**

If you are interested in volunteering in your child's classroom, please see the center coordinator. You will need to fill out a "Volunteer application" as well as be fingerprinted and put on a schedule. If you are cleared to volunteer in the classroom "tag-a-longs" will not be allowed.

Classroom volunteers are needed for special events, class parties and special learning projects. Staff will notify you at least two (2) weeks prior to the date in which you are to volunteer. As a reminder only "cleared" individual (volunteer application and fingerprints on file) will be allowed to volunteer in the classroom.

**REGISTRATION**

Please remember you are responsible for registering your child/children in the following month’s program. You can lose your spot by not following the registration date. We do our best to post reminders as well as giving verbal reminders, however, it is solely the responsibility of the parent. Please see attached registration dates.

Waiting lists for any Community or Neighborhood Center program is cleared after each month. If you want to continue to be placed on a waiting list you must do so each new session, for each class.

**PROGRAM SITES:**

*Don Day Neighborhood Center*  
14501 Live Oak Ave  
Fontana, CA 92337  
(909) 349-6997

*Cypress Neighborhood Center*  
8380 Cypress Avenue  
Fontana, CA. 93335  
(909) 349-6988

*Heritage Neighborhood Center*  
7350 W. Liberty Parkway  
Fontana CA, 92336  
(909) 349-6968

*Jessie Turner Health & Fitness Community Center at Fontana Park*  
15556 Summit Ave.  
Fontana, CA 92336  
(909) 854-5100

Program Days of Operation: Mon/Wed or Tue/Thurs

Program Hours of Operation: 8:30 a.m. to 11:20 a.m.  
Or  
12:10 p.m. to 3:00 p.m.

*For additional information, call CSD Admin Office at (909) 349-6900 or visit Recreation.FontanaCA.gov*

***Please see posted monthly schedule at each site for specific daily activity information.  
\*Schedule subject to change***



## **Registration Checklist**

*(To be completed by center staff)*

Child Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

- Check/Cash/Credit Card Payment Received
- Yellow Form (Waiver)
- Immunization Record
- Birth Certificate
- Parent Agreement Form
- Student Information Form
- Authorization to Pick-up form(s)  
- Please include parent(s)
- Health History Form
- Late Pick Up Agreement Page
- Priority Registration
- Photograph and Video Release Form
- Behavioral Contract

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Completed / Date

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Staff Initials



# City of Fontana Tiny Tots Student Information Form



**\*\* (must be received by City of Fontana staff before or on the first day of the program)**

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ M [ ] F [ ]

Home Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Mother/guardian Name:** \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work phone: \_\_\_\_\_

**Father/guardian's name:** \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work phone: \_\_\_\_\_

Child's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Does your child have any special medical conditions? (Diabetes, seizures, asthma, etc.)

Does your child have any allergies? (Please include both food and medication allergies)

Does your child take medication? (If so, please list)

**\*City staff is not permitted to carry or administer medication.**

Does your child have limitations to physical activity? (If so, please describe).

*I hereby authorize City of Fontana Staff and/or emergency first responders to act for me according to their best judgment in any emergency requiring medical or dental attention.*

\_\_\_\_\_  
**Parent/Guardian's signature** **Date**

# Authorization to Pick Up

**MOTHER/GUARDIAN AND FATHER/GUARDIAN MUST BE INCLUDED ON THIS FORM.**

All individuals must be at least 18 years of age with a valid photo I.D. at the time of pick up.

*\*Only individuals listed on this sheet will be authorized to pick up your child. Additional sheets may be attached if necessary. (Note: your emergency contact should live within 25 miles of the center your child attends Tiny Tots. If your child requires an inhaler or special medication, and it is difficult for you to make yourself available, your emergency contact is the person you will leave these items with).*

\*Mother's Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Alternate Number: \_\_\_\_\_ *is this person an emergency contact?* \_\_\_ yes \_\_\_ no

Does this person have authorization to make changes to this Packet? \_\_\_ yes \_\_\_ no

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\*Father's Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Alternate Number: \_\_\_\_\_ *is this person an emergency contact?* \_\_\_ yes \_\_\_ no

Does this person have authorization to make changes to this Packet? \_\_\_ yes \_\_\_ no

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Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Alternate Number: \_\_\_\_\_ *is this person an emergency contact?* \_\_\_ yes \_\_\_ no

Does this person have authorization to make changes to this Packet? \_\_\_ yes \_\_\_ no

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Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Alternate Number: \_\_\_\_\_ *is this person an emergency contact?* \_\_\_ yes \_\_\_ no

Does this person have authorization to make changes to this Packet? \_\_\_ yes \_\_\_ no

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Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Alternate Number: \_\_\_\_\_ *is this person an emergency contact?* \_\_\_ yes \_\_\_ no

Does this person have authorization to make changes to this Packet? \_\_\_ yes \_\_\_ no

---

I grant permission for the following individuals to pick up my child from the Tiny Tot Program.

Mother/Guardian signature: \_\_\_\_\_

Father/Guardian signature: \_\_\_\_\_

**\*Both parents will have permission to make changes to this packet unless Court Documentation is provided and on file with the City of Fontana.**

## Health History

Child's name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Child's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Mother/guardian's name \_\_\_\_\_

Occupation: \_\_\_\_\_ Work address: \_\_\_\_\_

Work phone \_\_\_\_\_ Cell \_\_\_\_\_

Father/guardian's name \_\_\_\_\_

Occupation: \_\_\_\_\_ Work address: \_\_\_\_\_

Work phone \_\_\_\_\_ Cell \_\_\_\_\_

Does your child have any special medical conditions (diabetes, seizures, asthma, etc)?

---

Does your child have any allergies? (Please include both food and medication allergies).

---

**I hereby authorize Fontana city staff or emergency first responders to act for me according to their best judgment in any emergency requiring medical or dental attention.**

---

**Parent's signature**

**Date**

Program Location

- Jessie Turner Health & Fitness Center at Fontana Park**
- Heritage Neighborhood Center**
- Don Day Neighborhood Center**
- Cypress Neighborhood Center**





## **Parent Agreement**

(Please sign and turn in at time of registration)

I \_\_\_\_\_ agree to follow and respect all guidelines and rules as expressed in this document. I also agree that I will spend time discussing class and completing any activities or homework with my child. By signing this document I also understand that my child may be removed from class if his/her behavior is consistently unacceptable.

\_\_\_\_\_  
*Parent/Guardian Signature / Date*

School Year 2023-2024

.....

## **Parent Agreement**

I \_\_\_\_\_ agree to follow and respect all guidelines and rules as expressed in this document. I also agree that I will spend time discussing class and completing any activities or homework with my child. By signing this document I also understand that my child may be removed from class if his/her behavior is consistently unacceptable.

\_\_\_\_\_  
*Parent/Guardian Signature / Date*



*Staff Copy*  
**Priority  
Registration Agreement**

(Please sign and turn in at time of registration)

I have read and understand that registration is accepted on a first come first served basis, and that as a returning student priority registration will apply only during the dates listed.

\_\_\_\_\_  
Student (s) name

\_\_\_\_\_  
Parent Signature / Date

School Year 2023-2024



*Parent's Copy*  
**Priority Registration Agreement**

I have read and understand that registration is accepted on a first come first served basis, and that as a returning student priority registration will apply only during the dates listed.

\_\_\_\_\_  
Student (s) name

\_\_\_\_\_  
Parent Signature / Date



## **Safety Protocol**

(Please sign and turn in at time of registration)

I have read and understand the safety protocols and that staff will continue to monitor guidelines from the CDC, State of California, and the County of San Bernardino.

---

Student (s) name

---

Parent Signature / Date

School Year 2023-2024

.....

## **Safety Protocol**

I have read and understand the safety protocols and that staff will continue to monitor guidelines from the CDC, State of California, and the County of San Bernardino.

---

Student (s) name

---

Parent Signature / Date



## **Late Pick-Up Agreement**

(Please sign and turn in at time of registration)

I understand that my child must be picked up between 11:15-11:20am for the morning session or 2:55-3:00pm for the afternoon session. I also understand that a late fee of \$1.00 per minute per child will be charged for late pick-ups.

\_\_\_\_\_  
Student (s) name

\_\_\_\_\_  
Parent Signature / Date

School Year 2023-2024

.....

## **Late Pick-Up Agreement**

I understand that my child must be picked up between 11:15-11:20am for the morning session or 2:55-3:00pm for the afternoon session. I also understand that a late fee of \$1.00 per minute per child will be charged for late pick-ups.

\_\_\_\_\_  
Student (s) name

\_\_\_\_\_  
Parent Signature / Date



# Tiny Tot Program

## Parent Contract

The goal of the Fontana Tiny Tot Program is to provide a healthy, happy, secure, creative, safe, and stimulating atmosphere for the growth and development of children. Parent support is essential in achieving results for the future of our children.

Student's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Day/Time of Class: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### As a parent/guardian, I will:

- Support the Fontana Tiny Tot Program Student Redirection Plan.
- Meet with Fontana Tiny Tot Program Staff after every behavior infraction in accordance with the Discipline Policies.
- I understand that continuous behavioral infractions will result in the following **Disciplinary Actions**, and may result in a program suspension.

### Disciplinary Actions

1. Verbal Warning (up to 3 times)
  2. Thinking Chair/Re-direction to another activity
  3. Parent Meeting with Center Coordinator
- My designated person(s) or I will attend parent/instructor/coordinator meetings when necessary.
  - I understand that disruptive, disrespectful, and/or unsafe behavior from my child, authorized persons, or myself will not be tolerated and will result in **immediate and permanent** dismissal from the program, as referred to in the City of Fontana Community Services Department Tiny Tot Program Registration Packet.

**I have read and agree to adhere to all the above mentioned Parent/Child Rules and Policies and will go over it with my child to ensure that they understand and abide with the rules.**

Parent(s) Name _____	_____	_____
Print	Signature	Date

_____	_____	_____
Print	Signature	Date

Coordinator(s) Name _____	_____	_____
Print	Signature	Date

Instructor(s) Name _____	_____	_____
Print	Signature	Date

_____	_____	_____
Print	Signature	Date



## Photograph & Video Release Form

I hereby grant permission to the rights of my image, likeness and sound of my voice as recorded on audio or video tape without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording.

By signing this release, I understand this permission signifies that photographic or video recordings of me or my child may be released to be used in the City of Fontana publications, KFON-TV channel and other electronically displays via the Internet.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

By signing this form, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing this material.

Full Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

If this release is obtained from a participant under the age of 18, then the signature of that participant's parent or legal guardian is also required.

Parent's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Participant's Name: \_\_\_\_\_

Name: \_\_\_\_\_

Session: \_\_\_\_\_

**Goal(s):** To continue to make successful behavioral progress in the following areas:

\* Will re-evaluate in two weeks.

Day of the Week	Behavior	Teacher Signature or Initials	Parent Signature or Initials
Monday Date: _____			
Tuesday Date: _____			
Wednesday Date: _____			
Thursday Date: _____			
Monday Date: _____			
Tuesday Date: _____			
Wednesday Date: _____			
Thursday Date: _____			