



# Tiny Tot Preschools

## Parent/Guardian Handbook

---

2025-2026



## **Welcome to Tiny Tot Preschools**

Dear Parent/Guardian,

We believe in building strong, positive relationships with our preschool families. These relationships are essential to creating the best possible experience for your child.

Tiny Tot Preschools is committed to providing excellent programs and services to families. Our well-trained, qualified staff is dedicated to the education of young children. We look forward to offering services that foster the well-being, growth, development, and safety of each child.

Our preschool management and support staff are excited to serve you and your child. We value your input and feedback to ensure we provide the best possible service. Parents/guardians are welcome and encouraged to visit the classroom and observe programs.

Thank you for choosing Tiny Tot Preschools for your child's first school experience! We look forward to a rewarding relationship with you. This handbook is designed to foster cooperation between families and staff. We hope you find it helpful as an orientation to our services and policies. If you have any questions, please don't hesitate to speak with your child's teacher.

## Tiny Tot Preschools/Pre-K Philosophy

Teachers and Staff of Tiny Tot Preschools believe that children learn through play. We offer the children in our programs a wide variety of educational and recreational opportunities that include many hands-on experiences. Our programs are well-balanced and allow children time to participate in structured and unstructured activities. Our Preschool and Pre-K programs promote the health and wellness of each participant in a safe and secure learning environment while fostering their social, emotional, cognitive, physical and creative development. Teachers and Staff hope to instill a life-long love of learning in each child while helping to better prepare them for their transition to kindergarten.



### **\*ARRIVAL AND DEPARTURE —CELL PHONES OFF PLEASE —NO EAR BUDS, OR TEXT MESSAGING**

- ◆ Please walk your child into the classroom. Your child's instructor will greet you and your child. Please do not leave your child without notifying a teacher.
- ◆ The preschool teacher wishes to be fully prepared for the day; therefore, the door will remain locked prior to the start time of class.
- ◆ Always sign in your child when arriving and sign out when leaving. The safety of your child is our primary concern. Please keep siblings at your side, as we have toys that are not appropriate/safe for all ages.
- ◆ Notify a teacher in advance, in writing, if someone else is picking up your child. Anyone (must be 18 years of age or older) picking up your child must be listed on the Child's Emergency Information form and have a Photo ID with them at pick-up.
- ◆ When signing in your child, always check for notes and reminders from the teacher next to the sign-in sheet.

## Parent / Guardian Rights and Responsibilities

### OPEN DOOR POLICY

We strive for parent/guardians to feel comfortable leaving their children with us, so please feel free to drop in at any time. We encourage you to visit your child's classroom to see what it is they do while entrusted to our care. You are not required to be fingerprinted to observe the classroom; however, you may only interact with your own child if you have not received fingerprint clearance.

### SNACK

Snack will be provided for the children daily but **your child will need to bring their own water bottle daily. Parent/guardians of children who have food allergies are required to bring an appropriate healthy snack for their child.**

Cookies, candy, etc. are not allowed for snack for any child. In order to ensure the safety of children with allergies, parent/guardians should bring an appropriate birthday/party snack to have on party days. See your child's teacher for specific dates. Party favor bags may be included for birthdays/parties, however all items will remain closed for parent/guardians' review. Child will not be permitted to open party bags during program.

Guardians may bring snack for their child's birthday celebration and/or parties and events as long as it is approved by lead staff. A Birthday/Party Snack Calendar will be available for sign up each month.

Any guardian of a child with an allergy to peanuts, nuts, or other foods should contact the Cosumnes CSD administration office and the child's preschool teacher to discuss, prepare, and implement a Food Allergy Accommodation Plan or other reasonable accommodations. A Food Allergy Accommodation Plan is designed to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Popcorn, chewing gum, hard candy, peanut butter and large-sized veggies and fruits are **prohibited** due to their high choking risk. Please make sure the teacher is aware of any special diet requirements or allergies on your Child's Emergency Information form.

## **Parent/ Guardian Rights and Responsibilities**

### **SUPPLIES**

Curriculum and classroom supplies for the program are provided. Parent/guardians will be requested to donate items for special parties and class events. A donation sign-up sheet will be posted in advance for you to sign up. If you would like to donate specific supplies, please see your child's teacher. Parent/guardian contributions are greatly appreciated!

### **FIELD TRIPS**

Field trips are a fun and integral part of our curriculum. Before each field trip, we will send home a permission slip which must be completed and returned by its due date in order to attend the field trip. A parent, guardian or an adult designated by a parent/guardian is required to accompany their student on each field trip.

While on field trips, please have all electronic devices turned off. Parent/guardians should never leave their child unattended at any time during the trip. Field trips will either be free or a nominal fee will be charged. Joining your child on these outings gives you and your child an opportunity to make special school memories together. If rain impacts a field trip, the field trip and class will be canceled and there will be no make-ups.

### **USE OF PHOTOGRAPHS**

Unless otherwise notified, the Cosumnes Community Services District Tiny Tot Preschools, reserves the right to utilize photos, video and/or quotes of program participants, for the specific purpose of promoting our programs and facilities. If you do not wish for your child to appear in any department promotions, please contact the Preschools Support Staff immediately at 405-5300.



## PARENT/GUARDIAN SUBSTITUTES & VOLUNTEERS

- ♦ If a Teacher is ill, the Teacher's Aide will substitute for the Teacher and a Floater Aide will be scheduled to assist that day. When all CSD substitutes are on duty, we may need to call on parent/guardians to help in the classroom. If you are interested in being on the **Parent/guardian Substitute** list for your child's class, please contact your child's teacher

Parent/guardians who substitute receive \$40 credited to their child's tuition or CSD account for each full class worked. Parent/guardians who help in their child's class, whether as a Substitute or Volunteer, must attend the Parent/guardian/Volunteer Orientation, unless otherwise directed by the Supervisor. Parent/guardians must receive fingerprint clearance through the CSD before working in the classroom. Fingerprint clearance through other agencies (e.g., EGUSD, Police Dept.) is not a substitute for clearance with the CSD.

- ♦ **Parent/guardian Volunteers** assist in the classroom as needed and at the direction of the Teacher. Volunteers do not receive a credit to their CSD account when they assist in the classroom. Teachers will have a sign-up sheet for parent/guardians who wish to help in the classroom on occasion.

There will be special party days and events where parent/guardians are needed to assist in the classroom. The teacher will notify you in advance of those events if you have expressed interest in being a Volunteer.



## **PARENT/GUARDIAN OBSERVATIONS**

Parent/guardians are always welcome to observe the daily classroom activities. In addition, parent/guardians are required to complete 1 hour of observation per school year. Please sign in on a separate required form located in the sign-in/out area for parent/guardians and visitors that are observing during class time. During observation time, please reserve any questions you may have for staff after program time. Visitors in the classroom should observe and not interact directly with students as all persons authorized to work one-on-one with the children have received fingerprint clearance prior to helping in the classroom. Teachers and Aides are interacting with and supervising the children during class time and must give their full attention to them during program. Parents/Guardians are welcome to call the office with any questions or comments.

## **PARENT/GUARDIAN INVOLVEMENT**

If you have a special skill (e.g., musical talent, artistic skill, interesting career), we invite you to share it with the children. We are also very interested in families sharing cultural traditions, clothing, photos, etc., to help introduce the children to different cultures. As a community of preschoolers within our program, the children are learning to get along with others and respect one another as individuals. Parent/guardians sharing special skills, traditions and talents is a great way to do that! Please see your child's teacher if you would like to visit the classroom and share a special talent or hobby.

## Health

### CHILDREN WITH ILLNESS

Please do not bring a sick child to school. Children too sick to participate in the full program, including outside play, need to be kept at home. When in doubt, keep them at home. They need your comfort and will feel worse at school. Please let the illness run its course and do not bring your child back until 24 hours after the last sign of the illness (fever, vomiting, colored discharge from the nose, etc.) or 3 days with no fever. If your child arrives ill, or becomes ill or injured while at the program, parents/guardians will be notified. **Please make sure that we have all current phone numbers where you can be reached.** If the parent/guardian cannot pick up the child, an emergency designee will be notified. In either case, the child needs to be picked up immediately.

### COMMUNICABLE DISEASES

If your child is exposed to lice or any communicable disease such as pink eye, measles, chicken pox, COVID, etc., please notify the site immediately so that incubation dates are verified and the health of all children concerned may be protected. Names of sick children will not be provided to parent/guardians. Only the type of illness, possible symptoms, and exposure dates will be given to parent/guardians. This is a courtesy to every parent/guardian to make them aware of any illness their child may have been exposed to.



It also helps to reduce the risk of the spread of communicable diseases to ensure every child's health and safety. **Some conditions that are contracted through person-to-person contact may require a doctor's release prior to the child re-**  
**turning to class.** Please see your child's teacher for more information. We want to keep you as well informed as possible and ensure every child's health and safety while participating in our program.

## Health History/Emergency Forms

The Child's History and Child's Emergency Information forms help the teacher get to know your child on an individual basis. Please be very thorough and specific when completing the forms. **In addition, guardians are required to submit a copy of your child's immunization records. Participants may be exempt from providing record of immunization by submitting a written statement by a licensed physician.** Please make sure all adults, 18 years of age and older, allowed to pick up your child (**including parent or guardian**) are listed on the Child's Emergency Information form. Immediately provide in writing to the teacher any information changes to the child's forms (e.g., address or phone number change, allergies). Also, you may want to advise the teacher of any changes that may affect your child, such as temporary health problems, a death in the family, a new baby, etc. In these situations, we may be able to help your child adjust.

## MEDICATION ADMINISTRATION/STORAGE

All participant medication (prescription or non-prescription) must be in the original container and clearly labeled with the child's name. Medication will be kept securely stored in the classroom office/cabinet and out of reach of all children. Participants may not carry medication in their backpack or on person. Students with potentially life-threatening conditions may have staff carry medication on their person to assist the child in an emergency if authorized by the parent/guardian, physician and Recreation Supervisor. Parent/guardians must complete the **Administration of Medication by Cosumnes CSD Personnel form**. **This form must be completed by the parent/guardian and the physician** and is available online at [www.yourcsd.com](http://www.yourcsd.com). You may also obtain a copy from the teacher. Parent/guardians are responsible for submitting the completed form and providing the medication directly to Preschool staff **BEFORE** leaving their child in the classroom.



## CLOTHING

**Your child will spend part of the day outdoors and should dress in casual, comfortable play and weather appropriate clothing.** The children will go outside everyday unless weather is not safe. Children will get dirty as our preschools participate in many hands-on activities. When your child comes home messy, it means that he/she had a productive day at school. Tennis shoes or any shoe that covers the entire foot is required, and children may not wear flip flops for safety reasons. Please label coats, sweaters, mittens, etc., with a laundry marker. **CSD is not responsible for lost or damaged clothing. No sandals, please.**



### **Children Must Be Potty Trained!**

All children must be completely potty trained by the first day of participation. Completely potty trained means that the child does not wear diapers and/or pull-ups and can attend to his/her own bathroom needs. This includes dressing, undressing, wiping, flushing and washing and drying hands afterwards. Please dress your child in clothes that are easily pulled up and down such as pants with elastic waistbands. Young children may have accidents on occasion. Please bring a change of clothes in a backpack or bag to the classroom each day with your child.

## **TOYS AND SHARING**

Participating in sharing at group time helps a child feel important and special. It also helps facilitate verbal expression. Some ideas for sharing are: sea shells, rocks, favorite books, treasures from special trips, a special toy or photos. Toys should be sealed in a bag labeled with child's name and kept inside the backpack or in child's cubby. Please do not send toys with your child other than on sharing day. Cosumnes CSD and Tiny Tot Preschools are not responsible for lost or stolen items.

## **HOLIDAYS**

A list of holidays and school closures has been included with this packet and will be posted in the classroom for your reference.

## **TEACHER IN-SERVICE DAYS**

There will be days throughout the year designated as Teacher In-Service Days. On these days, preschools will be closed for teachers to have the time necessary for preparation of lesson plans, Progress Reports, Pre-K Assessments, parent/guardian-teacher meeting, etc.

## TUITION

Monthly Session Payments—The tuition is charged on the basis of the total operation for the school year, which consists of 10 monthly sessions. Tuition is paid in 10 equal monthly installments, one for each of the 10 sessions (August-May).



Each monthly session's tuition payment is due no later than the 1st of the prior month. For example, September's tuition payment is due no later than August 1st. Reminder notices will be posted in the preschool classrooms. When the 1st falls on a weekend or holiday, the deadline is not extended. It will be assumed that your child is returning for the following monthly session; therefore, your child will automatically be registered for the next monthly session after payment has been received.

Your monthly session payments may be paid by calling (916) 405-5600. Payments may also be made over the phone or online at **[www.cosumnescsd.com](http://www.cosumnescsd.com)** with either a debit card, Visa, MasterCard or Discover Card.

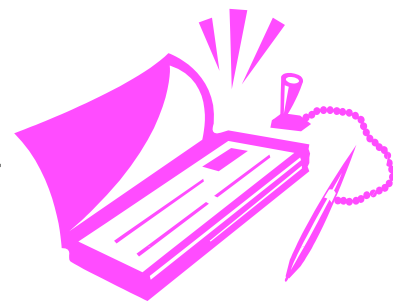
You may set up scheduled payments to automatically charge your debit card, Visa, MasterCard or Discover Card. An **Auto Payment Enrollment Form** is included for your convenience. **Upon a second late payment, you will be required to sign up for automatic payments, or your child may be dropped from the program.** Teachers do not accept tuition payments in the classroom.

## REFUNDS

Fees are not pro-rated for time not used and there are **no refunds or credits for unused hours.** **Unused hours without refunds include vacation or extended time out of town or country, sickness, religious beliefs, etc.** Refund calculations will be based upon the monthly tuition regardless of monthly prorated payment plan.

## RETURNED CHECKS

If a check is returned, you must pay all NSF and outstanding program fees immediately. If two (2) checks are returned in a calendar year, payments must then be made by cash, money order, cashier's check, debit card, VISA, MasterCard or Discover Card.



## LATE PICK-UP FEES



Please pick up your child daily in a timely manner. A late fee of \$1 per minute will be charged and is due to a registration office the following class day. Teachers need time for prep, clean up, lunch, staff trainings, etc., and it puts an undue burden on preschool staff when children are not picked up promptly. **After four late pick-ups, a child will be dropped from the program, regardless of whether different individuals pick up the child each time.** Dismissal from the program for late pick ups will be based on the total number of times the child is picked up late.

Concerned about your child being picked up on time from preschool? Here are a few suggestions that might help:

- *Have a family member or friend (18 years or older) pick up your child for you.*
- *Make friends with a parent/guardian in your child's class who will agree to sign out your child for you and then meet you outside the classroom or at the playground.*

## POSITIVE GUIDANCE TECHNIQUES

In order to plan and operate a safe and fun environment, teachers encourage participants to follow program guidelines. Teachers play an important role in nurturing children in the development of empathy, social skills, friendship building, conflict resolution and group living skills and will employ positive guidance techniques. An expanded list of our positive guidance techniques is posted in the classroom. Teachers will...

- ♦ Use positive language and focus on positive behavior.
- ♦ Exhibit consistency in dealing with any behavioral issues.
- ♦ Clearly define and consistently maintain limits when necessary.
- ♦ Redirect negative behavior and reinforce positive behavior.
- ♦ Clearly define and model desired behavior.

## BEHAVIORAL ISSUES

Behavioral issues will be dealt with on an individual basis. Although hitting, biting, or other types of exhibited aggressive behavior are not unheard of at this age, it cannot be tolerated in a school setting, as the safety of all children in our program is our top priority.

## **BEHAVIOR EXPECTATIONS**

It may be determined with input from the teacher, Recreation Coordinator, and/or Recreation Supervisor that it is in the best interest of the class to drop a child due to any type of aggression and/or certain behavioral issues. Our goal is for every child to benefit from participating in our program. When one child, or all the children, are not benefiting from the program due to one child's aggressive behavior, that child will be dropped from the program. Tiny Tot Preschools are committed to being a safe place for all participants and staff. Tiny Tot Preschools reserve the right to drop a participant at any time for physical aggression or any other behavior that is determined to be unsafe to other children. Every child has the right to attend our program feeling safe and accepted as an individual. Teachers will inform the parent/guardian of the child who exhibits challenging behavior and will work toward helping the child succeed in the program. Due to participant confidentiality, teachers will only discuss with parent/guardians, the behavior of their own child.

Tiny Tot Preschools also reserves the right to drop a participant at any time for physical or verbal abuse or inappropriate behavior of a participant, their parent/guardian/guardian and/or family member towards CSD staff. Refunds will not be available.

## **OVERCOMING SEPARATION ANXIETY**

It is often difficult for both parent/guardian and child to get through the first few days of school. We know that it's a big step. If you anticipate tears or other expressions of anxiety, may we offer a few suggestions based on experience from our preschool teachers:

- ♦Attend Parent/guardian Orientation.
- ♦Attend Open House with your child.
- ♦Make sure your child knows when school is over and who will pick him/her up.
- ♦Express your own enthusiasm about school.
- ♦Don't linger...we know it's difficult, but children usually stop crying and get involved in activities minutes after their parent/guardians leave. Teachers need an opportunity to build a trusting relationship with your child.
- ♦Always say goodbye to your child....do not sneak out!
- ♦Please know that we will call you if your child continues to cry.

## **REGISTRATION OF THE 4 YEAR OLD PROGRAM**

Children in the 3-year-old program receive priority registration to a spot in the 4-year-old program the following school year at the same location, MWF, at the same time, a.m. or p.m.

This can only be guaranteed if all necessary paperwork is completed and returned by the date specified on the Advancing 3's Preschool Registration Form you will receive in January. Students are not guaranteed a specific teacher. Spots for returning students are only reserved for children in the 3-year-old program moving into the 4-year-old program. It does not apply to children currently in the 4-year-old program; parent/guardians wanting their child to repeat the 4-year-old program will have to re-enroll as a new student. If you register your 3 years old to attend the 4-year-old program the following year, your child must remain enrolled in the program during the entire 3-year-old class in order to retain the spot for the following year in Pre-K. If you drop your child from the 3-year-old program at any time after Advancing 3's registration, you forfeit your child's reserved space in the 4-year-old program for the next year. A student can be added in to a waitlist in multiple locations as long as the student is not yet enrolled in a Tiny Tot Preschool class. Once student is enrolled, their name will be removed from all class waitlists.

## **SIBLING PRIORITY**

Once you have had a child registered in the Cosumnes CSD Park and Recreation's Tiny Tot Preschools, siblings will have priority to register for our 3-year-old preschool and will have second priority to register for the 4-year-old classes in future years. Sibling registration is taken in early January. **It is your responsibility** to pick up and complete Sibling Registration Forms at our Administration Office or the Wackford Community & Aquatic Complex.

## **DISENROLLMENT**

**If you need to disenroll your child from the program, guardians need to contact the office to file a request to cancel at least 2 weeks prior to the next session's tuition due date.** This time is necessary to process the enrollment of a new child. **If we do not receive two weeks written notice prior to the next tuition due date, your last monthly session's tuition will be forfeited.** Disenrollment from the 3-year-old program also cancels your priority registration for a space in the 4-year-old program the following year.

## **POLICY CHANGES**

The Parent/guardian Handbook is designed to promote an understanding of the Pre-K and Preschool programs offered by the CSD, and to foster a spirit of cooperation between staff and families. While the handbook describes the programs, policies and procedures there may be times where the CSD has to change the policies, procedures or programs with little or no notice. The CSD Tiny Tot Preschools reserves the right in it's sole discretion, to modify or change the policies, procedures or programs, in whole or in part, at any time. Nothing contained in the Parent/guardian Handbook shall be construed as a contract between the Pre-K/Preschool programs and any one or all of its customers or participants.

## **QUESTIONS**

Teachers are available to answer questions at drop-off and pick-up times and will gladly make appointments to discuss your child's progress or other issues. It is difficult for the teachers and aides to get to the phone during program time as they need to be with the children. Please feel free to 405-5300 any time with questions, concerns, or suggestions.



## PESTICIDE USE

The Cosumnes CSD Parks Maintenance Division will provide parent/guardians the names of all pesticides expected to be applied at school facilities located within parks this school year. The school facilities located within parks where pesticides may be applied are: **Stephenson Rec. Center, Johnson Rec. Center, Laguna Town Hall, Castello Rec. Center, Wackford Community Complex and Elk Grove Rec. Center.** That identification includes the name and active ingredients. Only fully certified pesticides can be used.

At this time, the Cosumnes CSD Parks Maintenance Division is planning to use the following pesticides: Round-up Pro (Glyphosate), Speedzone (Carfentrazone-ethyl, 2,4-D, 2-ethylhexyl ester, Mecoprop-p acid, Dicamba acid), Surflan (Oryzalin).



Signs and maps are posted at the school sites, describing the pesticides to be used, the location within the park where the application will be made, and the active ingredients contained in the pesticide, at least 24 hours prior to the application and such sign will remain posted at least 72 hours after the application. If you also prefer to be notified by e-mail at least 72 hours prior to the application during this current school year, please call the Park Maintenance Hotline at (916) 405-5688 and request to be contacted regarding school site pesticide application notification. In the event of an emergency condition, advance notification and prior sign posting may not be feasible, but a warning sign will be posted immediately upon application.

Further information is available from the California Department of Pesticide Regulation: [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

## **Tiny Tot Preschool Sites**

### **Tiny Tot Preschool at Wackford**

Wackford Community  
and Aquatic Complex  
9014 Bruceville Road  
Elk Grove, CA 95758  
(916) 405-5627

### **Tiny Tot Preschool at Castello**

Castello Recreation Center  
8830 El Toreador Way  
Elk Grove, CA 95624  
(916) 685-7276

### **Tiny Tot Preschool at Laguna Town Hall**

Laguna Town Hall  
3020 Renwick Avenue  
Elk Grove, CA 95758

### **Tiny Tot Preschool at Oasis**

Oasis Recreation Center  
8013 Poppy Ridge Rd  
Elk Grove, CA 95757  
(916) 869-3096



You are invited to the  
Online Parent/guardian Orientation for  
Tiny Tot Preschools!

We will discuss:

- Our Preschool Philosophy
- Preschool Standards
- How to prepare your Child(ren) for Preschool.

Please attend only **one** of the following online Parent/Guardian Orientations:

**Wednesday, July 23, 2025 from**  
3:30 p.m.—5:00 p.m. **or** 5:30 p.m.—7:00 p.m.  
Zoom invitation will be sent through the email address on file.



## 2025-2026 HOLIDAYS & SCHOOL CLOSURES

August 19	Teacher In-Service Day
September 1	Labor Day Holiday
September 19	Teacher In-Service Day
October 6	Teacher In-service Day
October 13	Indigenous People's Day
November 11	Veteran's Holiday
November 24-28	Fall Break
December 22-Jan 2	Winter Break
January 19	Martin Luther King Jr. Holiday
February 9	Lincoln's Birthday
February 16	President's Day Holiday
March 13	Teacher In-Service Day
March 30-Apr 3	Spring Break
April 24	Teacher In-Service Day
May 22	Teacher In-Service Day
May 25	Memorial Day Holiday

**Cosumnes CSD Parks and Recreation Department**  
**Administration Office: 916-405-5300**  
**Wackford Community Complex: 916-405-5600**  
**[www.yourcsd.com](http://www.yourcsd.com)**



## Open House Schedules

TTH am Classes: Thursday, July 31, 2025 from 9:30-10:30 a.m.

TTH pm Classes: Thursday, July 31, 2025 from 1:00 – 2:00 pm.

MWF am Classes: Friday, August 1, 2025 from 9:30-10:30a.m.

MWF pm Classes: Friday, August 1, 2025 from 1:00-2:00pm

M-Th am Classes: Thursday, July 31, 2025 from 9:30-10:30 a.m.

M-Th pm Classes: Thursday, July 31, 2025 from 1:00 – 2:00 pm

Please plan to attend Preschool Open House with your child. The teacher will be available to answer any questions. This is a great opportunity to help your child become familiar with his/her preschool classroom and meet other children in the class as well!

**\*All open houses will be held at the same site and classroom where your child will be attending preschool.** If you have any questions, please feel free to call the Cosumnes CSD hotline at 916-405-5600.

Cosumnes CSD Parks and Recreation Department  
Main Office: 916-405-5300  
Wackford Community and Aquatics Complex: 916-405-5600  
[www.youresd.com](http://www.youresd.com)

## **TUITION SCHEDULE**

**MWF AM & PM CLASSES—\$330/MONTH**  
**M-TH AM & PM CLASSES- \$425/ MONTH**  
**TTH AM CLASSES—\$260/MONTH**

As stated in your Parent/guardian Handbook, tuition is charged on the basis of the total days of operation for the school year.

Tuition is paid in 11 equal monthly session installments.

<u>Payment Due</u>	<u>Session Month Covered</u>
1-Upon Registration	August
2-August 1st	September
3-September 1st	October
4-October 1st	November
5-November 1st	December
6-December 1st	January
7-January 1st	February
8-February 1st	March
9-March 1st	April
10-April 1st	May

**Cosumnes Community Services District  
Parks & Recreation Department**

8820 Elk Grove Blvd  
Elk Grove, CA 95624  
(916) 405-5300



**ADMINISTRATION OF MEDICATION FOR PARTICIPANTS**

Dear Parent/guardian,

The following information is designed to help you and your son/daughter comply with the Cosumnes Community Services District Policy and Procedures in relation to the Administration of Medication during the Tiny Tot Preschools program.

1. No medication (prescription or non-prescription including aspirin, cough drops, etc.) will be dispensed to students or allowed at any Tiny Tot Preschools program without the appropriate form being completed and on file at the Cosumnes Community Services District. If the physician requires a portion of a tablet, pill, etc., be dispensed, the parent/guardian is responsible for dividing the tablet into the prescribed size.
2. Participants requiring medications during the Tiny Tot Preschools program shall be identified to the Tiny Tot Preschools Staff by the parent/guardian and physician.
3. The Authorization for Administration of Medication by CCSD Personnel is located on the back side of this letter. If you have questions, please contact the Recreation Supervisor.
4. All participant medication must be in the original container clearly labeled with the child's name and will be kept securely locked in a Tiny Tot Preschools storage area or office. Participants may not carry medication on their person, although exception may be made for students who need medication for potentially life threatening conditions. Such exceptions require physician, parent/guardian, and Recreation Superintendent authorization.
5. Parent/guardians are required to provide written verification from physician to the Cosumnes Community Services District of any change in the medication or dosage. Physicians may email form to the Preschool Teacher to authorize medication changes.
6. The Authorization for Administration of Medication by CCSD Personnel must be updated every school year and whenever any changes are made in the treatment plan.

Patrick Bitcon  
Recreation Supervisor  
Cosumnes Community Services District



**Authorization for Administration of Medication  
By Cosumnes Community Services District Personnel**

(Please Note: This form must be completed each school year or more frequently as necessary.)

**Participant's Name** \_\_\_\_\_ **Age** \_\_\_\_\_ **D.O.B** \_\_\_\_\_  
**Tiny Tot Preschools Site** \_\_\_\_\_

**PHYSICIAN INSTRUCTIONS** – Please Note: Medical personnel are not available during the Preschool program. Whenever possible, please prescribe medication that can be given outside of the normal preschool day. If medication must be administered during Tiny Tot Preschools program hours, please complete the information below.

Medication	Dosage	Route of Administration	Time of Day

Diagnosis or indication for medication \_\_\_\_\_

Length of time to be taken \_\_\_\_\_

Precautions, if any \_\_\_\_\_

For emergency medication, is the child capable of self-administering the necessary treatment/medications?

Yes \_\_\_\_ No \_\_\_\_

b. Will the child need to carry this medication on his/her person? Yes \_\_\_\_ No \_\_\_\_

Will the child need to self-administer this medication? Yes \_\_\_\_ No \_\_\_\_

Please note the obvious side effects of this particular medication \_\_\_\_\_

**PHYSICIAN'S CONTACT INFORMATION**

Physician's Name	
Physician's Address	
Physician's Phone Number	

**Physician's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PARENT/GUARDIAN'S REQUEST**

I/We the undersigned, who is/are the parent/guardian of \_\_\_\_\_ request that medicine be administered to the said child by a designated member of the CCSO Staff, in accordance with the instructions outlined above and signed by our physician. It is to be given at \_\_\_\_\_ (time) with the following special instructions: \_\_\_\_\_ . In agreeing to have the Tiny Tot Preschools Staff administer our son/daughter's medication, I voluntarily agree to release, discharge, and hold harmless Cosumnes Community Services District and its officers, agents, and employees for any and all claims of liability arising out of their negligence, recklessness, or any other act or omission which causes our child's illness, injury, death, and damages of any nature in any way connected with the administration of our child's medication.

As indicated in the physician's statement above, our child, \_\_\_\_\_, will self-administer his/her own emergency medication when required; and we are not requesting Cosumnes Community Services District personnel to assist in the administration of our child's medication. Our child will need to self-administer his/her emergency medication during program hours because he/she suffers from the following life-threatening condition: \_\_\_\_\_ (state nature of illness). Our child will need to take his/her medication \_\_\_\_\_ (# of times/day) with the following special instructions: \_\_\_\_\_ .

**I understand the major responsibility for a child taking medication rests with the child and his/her parents/guardian, and we are required to personally bring the medication to the Tiny Tot Preschools program.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date 23

\_\_\_\_\_  
Daytime Phone



# Getting to Know My Child

A Guide for My Child's  
Preschool/Pre-K Teacher

## Getting to Know My Child: A Guide for My Child's Preschool/Pre-K Teacher



Dear Parent or Guardian,

At Tiny Tot Preschools, we believe it is important for teachers and parent/guardians to partner together to ensure a child's success in the program, as well as continued success as they transition into kindergarten.

As a parent/guardian, you know your child best. This booklet allows you an opportunity to share what you know about your child with the classroom teacher. By completing the packet, you may share information about your child's likes and dislikes, strengths and/or weaknesses, and any concerns you may have. If your child is receiving any additional services, that information may be helpful to the teacher as they plan for your child's preschool experience. Please note that you are not required to provide any information that you do not wish to share, and any and all information provided by you will remain confidential.

After completing the booklet, please return it to your child's teacher and make an appointment to review and/or discuss it with the teacher. Connecting with your child's teacher will get the preschool year off to a great start!

## Getting to Know My Child: A Guide for My Child's Preschool/Pre-K Teacher

Child's Name \_\_\_\_\_

---

### Basic Information

Name(s) of Person(s) completing this form: \_\_\_\_\_

Date: \_\_\_\_\_

Child likes to be called: \_\_\_\_\_

Other Adults living in the home that are not listed on the Child's Emergency forms:

\_\_\_\_\_  
\_\_\_\_\_

### About My Child

My Child's Favorite Things: \_\_\_\_\_

\_\_\_\_\_  
Favorite color \_\_\_\_\_

Favorite food \_\_\_\_\_

Favorite book \_\_\_\_\_

Favorite toy \_\_\_\_\_

Favorite expression \_\_\_\_\_

Other favorites \_\_\_\_\_

My Child likes to: (circle all that apply)

- ◆ Listen to stories
- ◆ Draw and color
- ◆ Play alone
- ◆ Play with other children
- ◆ Play outside
- ◆ Play quiet games inside
- ◆ Go to a friend's house
- ◆ Other \_\_\_\_\_
- ◆ \_\_\_\_\_

You may attach a photo of your child.

Getting to Know My Child: A Guide for My Child's Preschool/Pre-K Teacher

About My Child (continued)

My Child doesn't like to:

---

---

---

I would like you to know this about my child:

---

---

---

---

My child learns best by:

---

---

---

---

---

About My Child's Early Learning Experiences prior to Preschool

Please circle all that apply:

- ♦ Child Care Center
- ♦ Family Child Care Home
- ♦ Play Groups
- ♦ Toddler Time
- ♦ Buddy Bunch
- ♦ Home
- ♦ Other \_\_\_\_\_

Please describe your child's experience in the above circled setting:

---

---

Getting to Know My Child: A Guide for My Child's Preschool/Pre-K Teacher

About My Child (continued)

My Child doesn't like to:

---

---

---

I would like you to know this about my child:

---

---

---

---

My child learns best by:

---

---

---

---

---

About My Child's Early Learning Experiences prior to Preschool

Please circle all that apply:

- ♦ Child Care Center
- ♦ Family Child Care Home
- ♦ Play Groups
- ♦ Toddler Time
- ♦ Buddy Bunch
- ♦ Home
- ♦ Other \_\_\_\_\_

Please describe your child's experience in the above circled setting:

---

---