

CITY OF RANCHO CUCAMONGA

CHILDREN'S STORYTIME POLICY



POLICY NO.:

PAGE 1 OF 5

EFFECTIVE:

REVISED: 2/6/2015

APPROVED: 3/5/2015

PURPOSE: The purpose of this policy is to provide the most fair and equitable access to children's storytimes at Rancho Cucamonga Public Library.

PHILOSOPHY: Attendance at library storytimes by children is desirable to instill a love of reading and life-long library habits. Attendance at library storytimes by caregivers and families is desirable to model early learning and literacy activities to be continued at home. Storytime can be a wonderful opportunity for families to enjoy the library together as well as an opportunity for parents to gain skills as a child's first teacher.

The Library will offer storytimes for a variety of ages based on available funding for staff and the capacity of the Library's story theaters (37 to 43 people as set by the Fire Department). Generally storytimes will be offered for babies, toddlers, preschool, school-aged children and families as defined in this policy. These storytimes are offered to individuals and cannot accommodate schools or day care groups. Groups and classes may schedule a library visit which can be designed to include a storytime.

TYPES OF STORYTIMES: Storytimes for various audiences are offered at Rancho Cucamonga Public Library and include:

Bright Beginnings for children 0 through 10 months old with a parent or adult caregiver (defined as 18 years and older)

Terrific Tots for children 11 through 18 months old with a parent or adult caregiver

Rhyme Time for children 19 months through 3 years old with a parent or adult caregiver

Hooray for Pre-K for children 4 and 5 years old with a parent or adult caregiver

Mother Goose on the Loose for children 0 through 3 years old with a parent or adult caregiver

Family Storytime (including Pajama Storytime, Family Saturdays) for children 2 to 11 years with parents or adult caregiver

Afterschool (Discovery Club) for children 6 to 11 years attending in the story theater on their own with library staff and volunteers

BRIGHT BEGINNINGS:

Description: Bright Beginnings storytime is designed to introduce babies and their parents to the library. Bright Beginnings incorporates books, songs, fingerplays and playtime all with parent participation.

Age Limits: 0 through 10 months. Parents, grandparents and caregivers often look for opportunities to interact with their babies and with other similar families. Bright Beginnings offers a time for caregivers to bond with their babies through song, rhymes and stories. Playtime at the end of the storytime allows parents to interact both with their children and with one another. Staff model reading, singing and fingerplays for parents and caregivers.

Procedures: Staff will conduct registration for a 7 to 9-week session of Bright Beginnings. The number of Bright Beginnings storytimes offered may be increased as budget and demand allows. Eligible children are birth through 10 months old and will be registered with one adult per child. Registration will be offered via the City's online registration system which can be accessed from home computers or from library computers on the specific date selected for each new session registration. Limited to 21 children with an adult for a maximum audience of 42 at the Biane Library; 18 children with an adult for a maximum audience of 36 at the Archibald Library. Parents and caregivers will be discouraged from bringing older children to this storytime, allowing the focus to remain on the babies registered for Bright Beginnings and to allow more families to attend and for the safety of babies during playtime.

TERRIFIC TOTS:

Description: Terrific Tots storytime is designed to introduce babies and their parents to the library. Terrific Tots incorporates books, songs, fingerplays and playtime all with parent participation.

Age Limits: 11 through 18 months old with an adult caregiver. Parents, grandparents and caregivers often look for opportunities to interact with their babies and with other similar families. Terrific Tots is a time for caregivers to bond with their child through song, rhymes and stories. Playtime at the end of the storytime allows parents to interact both with their children and with one another. Staff model reading, singing and fingerplays for parents and caregivers.

Procedures: Staff will conduct registration for a 7 to 9-week session of Terrific Tots. The number of Terrific Tots storytimes offered may be increased as budget and demand allows. Eligible children are 11 through 18 months old and will be registered with one adult per child. Registration will be offered via the City's online registration system which can be accessed from home computers or from library computers on the specific date selected for each new session registration. Limited to 21 children with an adult for a maximum audience of 42 at the Biane Library; 18 children with an adult for a maximum audience of 36 at the Archibald Library. Parents and caregivers will be discouraged from bringing older children to this storytime, allowing the focus to remain on the babies registered for Terrific Tots and to allow more families to attend.

RHYME TIME

Description: Rhyme Time is designed to introduce young children and their parents to the library. Rhyme Time incorporates books, songs, fingerplays, play time, and other activities with parent participation.

Age Limits: Children 19 months through 3 years old with an adult caregiver. Staff model reading, singing and fingerplays for parents and caregivers.

Procedures: Staff will conduct registration for a 7 to 9-week session of Rhyme Time. The number of Rhyme Times offered may be increased as budget and demand allows. Registration will be offered via the City's online registration system which can be accessed from home computers or from library computers on the specific date selected for each new session registration. Limited to 21 children with an adult for a maximum audience of 42 at the Biane Library; 18 children with an adult for a maximum audience of 36 at the Archibald Library. Parents and caregivers will be discouraged from bringing infants, babies and older children to this storytime, allowing the focus to remain on the children registered for Rhyme Time and to allow more 2 and 3 year-olds to attend.

HOORAY FOR PRE-K

Description: This storytime is designed to help develop school readiness skills by instilling a love of books and stories at an early age. The storyteller will incorporate books, songs and fingerplays to model learning behaviors for the adult caregiver to practice at home.

Age Limits: Children 4 and 5 years-old with an adult caregiver. Children can begin to develop listening skills that will help them when they start school. Hooray for Pre-K brings children into contact with other young children in what maybe for some their first group setting.

Procedures: Staff will conduct registration for a 7 to 9-week session of Hooray for Pre-K Storytime. Eligible children are 4 and 5 years-old by the first date in a session. Registration will be offered via the City's online registration system which can be accessed from home computers or from library computers on the specific date selected for each new session registration. Limited to 21 children at the Biane Library; 18 children at the Archibald Library.

MOTHER GOOSE ON THE LOOSE

Description: Children ages 0 through 3 years and their parent or adult caregiver are offered weekly walk-in programs designed to enhance children's early learning and school readiness skills by utilizing Mother Goose rhymes, music, puppets and a variety of highly interactive activities.

Age Limits: Children 0 through 3 and adult caregiver

Procedures: Tickets to this walk-in program will be issued from the children's desk 30 minutes prior to the program. Limited to 21 children with an adult at the Biane Library; 18 children with an adult at the Archibald Library.

FAMILY AND PAJAMA STORYTIME:

Description: These half-hour storytimes were created for families who would like the opportunity to attend storytime together. Family storytimes are offered on both a walk-in basis and with registration. Storytimes on Saturdays, Monday, Tuesday and Friday allow working parents the opportunity to bring their children to storytime.

Age Limits: Open to families with children ages 2 through 11-years-old and younger siblings welcome. Parents or caregivers must attend this storytime with their children.

Procedures: Staff will conduct registration for a 7 to 9-week session of Family Storytime held at the Biane Library on Fridays at 11:00 a.m.

Tuesday evening storytimes at the Biane Library, Fridays at 12:00 noon at the Biane Library, Saturday morning storytime at the Archibald Library, Monday evening storytime at the Archibald Library and Saturday afternoon at the Biane Library are offered on a walk-in basis. Tickets to walk-in programs will be issued from the children's desk 30 minutes prior to the program. Limited to 40 people at the Biane Library; 36 people at the Archibald Library.

AFTERSCHOOL or DISCOVERY CLUB:

Description: Children in the elementary school grades are offered a weekly walk-in program designed to continue to draw them into the library and to stimulate their interest in books and reading. Given their ages the audience is ready for activities in addition to sharing books. Crafts, guest performers, hands on science and technology, and special events such as making dragons to celebrate Chinese New Year, or creating stories with puppets are a sample of the activities enjoyed in the afterschool program.

Age Limits: Children 6 through 11 years. A parent or responsible sibling at least 14-years old is required to remain in the library during this program.

Procedures: Tickets to this walk-in program will be issued from the children's desk 30 minutes prior to the program. Limited to 40 children at the Biane Library; 36 children at the Archibald Library.

WAIT LISTS: Waiting lists will be maintained through the online registration system for any registered storytime that has filled to capacity. Should a child miss two weeks in a row their position maybe given to the first child on the waiting list for that storytime. Staff will attempt to contact the family to determine if illness or other emergency prevented attendance. If after five days staff has been unable to reach the family, the storytime space will be offered to the next child on the appropriate wait list.

Occasionally, due to illness or vacation, space is available in a storytime to accommodate a walk-in or standby. A caregiver and child who would like to experience the storytime to see if they would like to register for the next session will be welcome to attend. Such opportunities will be limited to a one-time basis.

BEHAVIOR IN STORYTIMES:

For reasons of safety and access, no strollers may be taken into the Library Story Theaters.

Cell phones and other electronic equipment should be turned off while in the story theaters.

Sometimes children have a difficult day (a normal part of development) and may not be prepared to participate in storytime. Any youngster whose behavior is disruptive to those attending the program will result in the care-giver being asked to remove the child for the remainder of the day's session. Repeated misbehavior may result in loss of the privilege to participate in the remainder of the storytimes offered during that specific session.

Food or candy may not be distributed at Library Storytimes.