

Playschool Participant Handbook

August 2019 - May 2020



**RANCHO
CUCAMONGA**

Playschool ...
A Place for Children to Shine

Welcome to Playschool

Dear Playschool Parents, Guardians and Students:

On behalf of the City of Rancho Cucamonga's Community Services Department and the Playschool program, we would like to welcome you and your child to the 2019 - 2020 Playschool Program. The Playschool Program will provide a safe and enjoyable environment for your child to explore and focus on social skills, build motor skills and prepare for the future. Teamwork is our path to success; together we will work hand in hand to ensure your child receives the most out of the Playschool Program.

The Playschool Parent Handbook has been provided for you as a reference guide on all Playschool program information, guidelines, and procedures. Please keep this handbook handy as it contains important information on fees and deadlines.

*At the end of this handbook you will find a photo waiver, emergency card and an acknowledgement form confirming you have received this book. All three forms are **due to your instructor on the first day of class.***

We have an open door policy and welcome you to call or drop in anytime.

Thank you for choosing Playschool.

Sincerely,

Cari Keys

*Community Services Coordinator
Youth and Family Programs*

Table of Contents

Program Purpose, Vision and Mission -----	4
Playschool Class Descriptions and Curriculum -----	5
Playschool 2019/20 Calendar -----	10
Facility Code of Conduct -----	11
Classroom Procedures and Policy -----	12
Emergency/Medical Procedures -----	13-14
Student Adjustment/Behavior Modification Procedure -----	15
Playschool Special Events -----	16
Registration Information -----	17-19
Payment Schedule 2019/20 -----	20
Parent Forms -----	21-23



Playschool

Playschool is a progressive program for children 1 through 5 years of age. All classes focus on building children's self-esteem, attention span, social development and kindergarten preparation through the use of hands on activities, games, music, art, and supervised group play.

Purpose

The purpose of the Playschool program is to provide a safe, secure, happy play environment where every child will have the opportunity to grow socially, emotionally and academically.

Vision

Dedicated to providing a solid foundation and support for the young child in a recreational setting, our classrooms are a place of discovery, exploration and creativity for the young child. Playschool will seek to foster a partnership with our Playschool families to create the environment necessary for the child to grow and learn through play.

Mission

To create a positive nurturing environment that supports our community's youth and to influence proper social and emotional development through positive behavior management strategies and redirection.

Playschool Goals

- For every child to have a voice and be heard.
- For every child to be valued and respected.
- For every child to self-regulate and identify their emotions.
- For every child to be supported and challenged throughout their development.
- For every child to develop appropriate speech to effectively communicate with peers and adults.
- For every child to respect adults, peers and personal property.

“Play is the only way the highest intelligence of humankind can unfold.”

Joseph C. Pearce



Playschool Class Descriptions and Curriculum

The creative process that goes into our curriculum building is lined up with the Desired Results Development Profile (DRDP). This tool is designed to bring the elements that are essential to the quality of early childhood education into our classrooms and it aligns with the California State Standards for Preschool Education. The social emotional development of the child is connected to all aspects of early childhood education such as language development, literacy and cognition.

Our goal when creating our lesson plans is to target the different areas of development through a play environment. Our lessons include art, math, science, physical development, music and movement, language and literacy. Our lesson plans also focus on specific objectives that the instructors are required to provide to enhance the learning experience in our program. Playschool children are given opportunities to make choices, learn to play with peers, self regulate their emotions, express themselves verbally, build attention spans, increase self-confidence and be able to relate to their peers, adults and the world around them.

Basic lesson plans are provided to each instructor every month. The instructors will then adapt the lesson plans to meet their class needs and make the lessons come to life with their own style and creativity.

Playschool Instructors participate in a variety of trainings throughout the year to support our program goals and to continue to bringing exceptional quality programming to our participants.

One's Plus and Two's

Specially designed for the parent and child. Classes are for the one and two year old, who is able to walk. Children will be introduced to basic early learning skills involving socialization and motor skills.

Class meets twice a week 50 minutes.

*Min. 10 participants per class.

- Will be introduced to basic learning skills through supporting activities and language building songs, finger plays and movement, Art, music, and songs.
- One Playschool Instructor.
- 1's+: Child is required to be one and walking on or before 2/1/19
- Two's Child is required to be two on or before 8/1/19



Two's Plus

As children move into the next stage of their development, the program moves with them. Our Two's class offers the child the opportunity to experience the classroom setting without the parent. The child begins to learn how to self regulate and starts to build relationships with peers and other adults in the classroom.

Class meets twice a week 50 minutes.

*Min. 10 / Max. 15

- Must be walking unassisted
- Hands on exploration, art, music, songs, and outdoor recreation.
- Not a parent participation class.
- One Playschool Instructor and one Playschool Aide.
- Two's Plus Child is required to be two on or before 2/1/19

Thrilling Three's

In the Three's Class, children are encouraged to move and be active throughout the day. They learn to follow a classroom schedule, sit on the carpet quietly and transition appropriately between activities. The focus continues on developing self regulation, developing language and early learning skills.

Class meets twice a week for 1 hour and 50 minutes.

*Min.10 /Max. 20

- Potty trained.
- Hands on exploration, art, music, songs, and outdoor recreation.
- Not a parent participation class.
- One Playschool Instructor and one Playschool Aide.
- Child is required to be three on or before 8/1/19



Thrilling Three's Plus

A desire for independence and a willingness to please, the Three's Plus child is developing the skill of expressing their feelings. They are given the ability to make choices throughout the day. This growing sense of independence allows children to further build on the knowledge of the world around them and become problem solvers.

Class meets twice or four times a week for 2 hours and 50 minutes.

Min. 10 /Max. 20

- Potty trained.
- Students will be introduced to progressive socialization skills.
- Early learning skills including: colors, numbers and the alphabet.
- Not a parent participation class.
- One Playschool Instructor and one Playschool Aide.
- Child is required to be three on or before 2/1/19.

Fabulous Fours

Class meets twice a week or four times a week for 2 hours and 50 minutes.

*Min. 10 / Max. 20

- Students are required to be able to communicate effectively.
- Potty trained.
- Progressive socialization skills.
- Learning skills including, letters, sounds, literacy and mathematical concepts
- Kindergarten preparation.
- Art, music, songs, and outdoor recreation.
- Class is *not* a parent participation class.
- One Playschool Instructor and one Playschool Aide.
- Child is required to be four by 8/1/19

The Preppy Fours and Fives

Specifically designed for the advanced four year old or five year old. Kindergarten preparation is key in these classes. Your child is becoming more independent and self confident. We encourage imaginations to soar and their creativity to blossom. They will continue to work on self control.

Class meets four (4) times per week for 3 hours.

*Min 10 / Max 20

- Must be able to communicate effectively
- Slow paced Kindergarten curriculum through hands on activities Focusing on: writing skills and mathematical concepts
- Emphasis on social and emotional growth
- Following Kindergarten State Standards
- Child is required to be four or five by 8/1/19 or entering Kindergarten in Fall 2020



Specialty Classes

The Playschool Specialty classes are offered as an extension to the Preschool and Kindergarten age child that may need more practice or more of a challenge. Each class will focus on a specific academic area to build confidence and a good understanding on the subject. These classes are open to all children in and outside of the Playschool program as a supplemental class only.

Please be aware that the specialty classes are not designed as a social development class, therefore advanced social skills are a requirement for these programs. Children should be able to sit without touching, bouncing, squirming, or interrupting for periods of at least 20 minutes. In addition, children should meet the following qualifications for each class:

Letter Learner's

Class meets once a week for 50 minutes.

*Min. 5 / Max. 12

- Student must be three by 2/1/19
- Student is required to separate well from parent/guardian.
- Student is required to meet discipline and behavioral requirements to remain in class.
- Student is required to be potty trained.
- Students is required to be able to communicate effectively.
- Letter and sounds learning concentration.
- Class is *not* a parent participation class.

Ready Reader's

Class meets once a week for 1 hour and 15 minutes.

*Min. 5 /Max 12

- Student must be four or four or five by 9/2/19.
- Student is required to separate well from parent/guardian.
- Potty trained.
- Student must meet discipline and behavioral requirements to remain in class.
- Advanced letter and sound recognition and blending.
- Re-enforce writing skills with word phrases and sentence structure.
- Begin word and reading familiarity.
- Not a parent participation class.
- Must be fluent in understanding and speaking English.

In addition, children should meet the following qualifications:

- Can write first name without assistance.
- Knows how to hold pencil and has some degree of dexterity and coordination.
- Has partial to full recognition of the alphabet.
- Be able to go the entire class without a trip to the restroom.
- Student should be able to recognize colors, shapes, numbers and work with scissors comfortably.



Math Learner's

Students will gain knowledge in spatial relationships, classification, number sense of quantity, number sense of math operations, measurement, patterning and shapes. They will be learning to recognize and write numbers and the word for each number. The class will provide children with hands on activities using a variety of learning styles to create a fun and exciting learning environment.

Class meets once a week for 50 minutes.

*Min. 5 / Max. 12

- Student must be three by 2/1/19.
- Focus on shapes, number identification, patterns, grouping, sorting and one-to-one correspondence.
- Must be able to separate well from parent/guardian.
- Must be able to meet discipline and behavioral requirements to remain in class.
- Not a parent participation class.
- Potty trained.
- One Playschool Instructor and one Playschool Aide.



***The Community Services Department reserves the right to change the maximum or minimum number of students and staffing in each class without notice.**



Playschool Calendar 2019-2020

First Quarter Payment Due	July 11, 2019
First Day of Playschool	August 19, 2019
Labor Day No Playschool	September 2, 2019
Second Quarter Payment Due	October 24, 2019
Field Trip to Pumpkin Patch at Cal Poly	October (Date TBD)
Founders Day Parade	November 9, 2019
Veterans Day No Playschool	November 11, 2019
Fall Break No Playschool	November 25-28, 2019
Winter Break	Dec 23, 2019 - Jan 3, 2020
Playschool Resumes	January 6, 2020
Martin Luther King Jr. Day No Playschool	January 20, 2020
Third Quarter Payment Due	January 23, 2020
President Lincoln's Birthday No Playschool	February 12, 2020
Presidents Day No Playschool	February 17, 2020
Spring Break No Playschool	March 23-26, 2020
Spring Field Trip	April (Date TBD)
Spring Pictures	April (Date TBD)
Last Day of Playschool	May 7, 2020

All events and dates are subject to change.

Please refer to your weekly class emails for additional information



Facility Code of Conduct

The City of Rancho Cucamonga's Community Services Department has established the following Code of Conduct outlining the rules and regulations for the use of its Community Centers. These rules have been established to provide a safe and enjoyable environment for the users of the City's recreational facilities. It is expected that all students and users of the City's Community Center shall act in a manner that exhibits respect toward the property of the City and towards other students and staff alike.

The following items outline behavior that has been determined to be unacceptable:

- **Children or pets are not allowed to be left in cars unattended. CHP will be contacted**
- All city facilities are smoke free.
- Alcoholic beverages are not permitted in any city facility or park. Individuals who appear to be intoxicated or under the influence of alcohol or an illegal substance will be asked to leave the premises.
- Malicious and willful disturbance of any individual is prohibited.
- Use of offensive words, which are and inherently likely to provoke an immediate violent reaction, is prohibited.
- Sexual harassment, including the use of words, gestures, jokes, etc. is not permitted.
- Gambling, verbal or physical threats or abuse, vandalism, theft, etc. is prohibited.

Unacceptable behavior described above will usually be addressed by the following procedures below. In certain circumstances the Department may choose any procedure deemed appropriate regardless of number of incidents.

1. **First Incident:** Counseling with the Community Services Coordinator. Notification of Division Supervisor. A verbal warning will be given.
2. **Second Incident:** Counseling with the Community Services Coordinator and Division Supervisor. The incident will be written up and signed by all parties involved.
3. **Third Incident:** Suspension for 1-3 months to permanent expulsion depending on the seriousness of the offense.

In cases of extreme violence, criminal offense, etc. the police will be called and the individual(s) may be barred from the Center permanently.



Classroom Procedures and Policy

Playschool Sign-In & Sign-Out Procedures

Each student is required to be signed-in and signed-out by a parent/guardian and or adult 18 years or older that has been listed on the Emergency Card for each class. Only the persons specified on a child's Emergency Card are allowed to pick up a student. Parents/Guardians and or approved persons are required to show proof of identification prior to child pick up. Parents should not enter the classroom at drop off or pick up time. Playschool Instructors and or Playschool Aides will maintain the classroom Sign-In and Sign-Out sheet at the classroom front door. After a child has been signed-out, a Playschool staff member will bring the child to the door.

Playschool Student Attire

Students are required to wear closed toed shoes. It is suggested that students wear comfortable clothing. However, children will enjoy a variety of activities including art and crafts and outdoor play. Please dress children in potty friendly clothes. Playschool is not liable for lost or damaged clothing due to classroom activities.

Parent Participation

Parents/Guardians are welcome to discuss the program at any time with Playschool staff, including Instructors, Aides, registration staff and/or administration staff. Communication from students and parents/guardians is extremely important to us and staff will make every accommodation to listen to all of our guests.

Parents/Guardians may also observe Playschool classes at the discretion of the Playschool Instructor. All parent/guardian observations are required to be approved by the office Community Services Specialist prior to parent/guardian observation. Observations will not be approved for periods longer than 15 minutes.

Parents/Guardians may volunteer in class and or bring classroom snacks at the discretion of the Playschool Instructor. At no time is a parent volunteer allowed to be left alone with a child or children. Volunteers may not take students to the restroom except for their own child. All volunteers are required to complete a **City of Rancho Cucamonga Community Services Department Volunteer Application**. Volunteer applications must be filled out at RCpark.com. All classroom volunteers must be fingerprinted and show proof of negative TB test.



Emergency/Medical Procedures

Emergency Medication

The Community Services Department makes reasonable accommodations for children who need to be administered medication while in the program. City staff will only administer emergency medication when there is a Doctors prescription and a Playschool Permission to Administer Medication Form submitted by the Parent/Guardian to the Community Services Coordinator.

Non-Emergency Situations

In the case of a non-emergency situation, (ex. needed restroom assistance - at no time are staff allowed to assist children in the restroom, soiled clothes, etc.) the parent/guardian will be called for assistance by the Playschool Instructor/Aide. If the parent/guardian and all alternative contacts cannot be reached, the child will be allowed to remain in class, but removed from all activities until the parent arrives. All injuries are required to be reported to the parent/guardian upon pick-up. Playschool staff will complete a **Band-Aid Report Form**. The form must also be initialed by the parent/guardian acknowledging the incident. If a child appears to be obviously sick, staff may send the child home or not allow them to participate in class that day.

Emergency Situations

In the case of an injury or illness, it is the responsibility of Playschool staff to immediately notify the parent/guardian first following with alternate contacts, in the order as listed on the Emergency Card. If emergency medical treatment is necessary the paramedics will be called regardless if parent/guardian and alternate contacts can be reached. The Emergency Card authorizes a child to be treated by emergency medical personnel. Playschool will also conduct Emergency Drills for Earthquake and Fire procedures.

Contagious Illness, Disease or Condition

Children who contract a contagious illness (chicken pox, lice, etc.) are required to be reported immediately to the Playschool Office by the parent/guardian. Playschool Instructors are required to inform all parents/guardians of all class students conditions and post a notice on the classroom door. The infected/sick child will not be allowed to return to class without a doctor's note. Children with chicken pox are required to have the sores scabbed over prior to returning to class. Contagious illness, disease or condition instances are handled on a case by case basis.



Student Sibling Protocols

Siblings of a student are not allowed in the classroom during class time with or without a parent/guardian. Volunteer parents/guardians are not allowed to bring siblings into the classroom during class time with the exception of classroom party dates at the discretion of the Playschool Instructor. Parents/Guardians are required to complete a **Playschool Sibling Waiver Form** prior to the sibling's attendance in the classroom.

Snacks

Playschool does not provide snacks for students. Snacks can be given to the children if parent/guardian provides them. It is at the discretion of the Playschool instructor to set-up snack times. Students whom attend class during the lunch period may be requested to bring lunch to class at the discretion of the Playschool instructor. **PLEASE INFORM THE INSTRUCTOR ON THE FIRST DAY OF CLASS IF YOUR CHILD HAS ANY FOOD ALLERGIES.** Candy and soda are not permitted and will be sent back home.

Restroom Procedure

We understand restroom breaks are a necessity and should be addressed as needed. However, restrooms are extremely interesting to a preschooler. We ask that the parent/guardian take their child to the restroom **before** class. With your help we can eliminate unneeded bathroom trips and increase the learning time in the classroom. We thank you in advance for your cooperation.

When a restroom trip is necessary, students will be taken to the restroom by any of the two Playschool staff. Staff are not allowed to assist children in the restroom under any circumstances. Appropriate staff will take children to appropriate restroom. When students are taken to the restroom the following procedure is enforced:

- Students line up against the wall outside the restroom.
- The instructor knocks on both doors and checks restroom for adults.
- When restrooms are clear staff opens doors and stands holding the door open.
- Students take turns going into the stalls and washing hands when they are done.

Parking

Children are prohibited to be left unattended in vehicles in the parking lot. If a city staff person notices a child left in a vehicle unattended, they are required to call the authorities immediately. In addition, any vehicle parked in a Handicap parking without a display sticker or in the unauthorized drive-way behind Lions East may be ticketed.

Playground

Students may visit an attached park or playground activity area to play games and activities. Children will be lead to the playground by staff in a class line and/ or buddy system. Staff maintains a safe and well organized class by using sidewalks and cross walks. Staff is trained to be on alert at all times and are ready to report any suspicious activity at any of our sites.



Student Adjustment / Behavior Modification Procedure

Due to the age of Playschool children and the needs of each individual child, Playschool staff will make every effort to help a child adjust to the classroom, children and staff. Playschool staff will communicate each step with the child's parent/guardian to keep them well informed and will work on the situation together as a team. A student which is not emotionally mature for class at the present time and or causing extensive classroom distraction or disruptions or is a danger to themselves or other students may be sent home at any time. This includes but is not limited to kicking, hitting, biting, pushing and offensive language. If a student is sent home for such misbehavior, a refund for that day will not be given.

The following procedure will be followed, however based on the incident Playschool staff reserves the right to expedite the steps taken:

Step 1: First Incident/Concern

- The Playschool Instructor will discuss the concern with the parent/guardian in an appropriate time and setting using specific examples of the child's behavior.
- The Playschool Instructor will address the parent/guardian in a positive manner with suggested behavior modification examples to help child adjust smoothly.

Step 2: Second Incident/Concern

- The Playschool Instructor and the Community Services Specialist will discuss the concern with the parent/guardian in an appropriate time and setting using specific examples of the child's behavior and set a timeline for child's behavior adjustment with parent/guardian.

Step 3: Third Incident/Concern

- After all efforts with working with the parent/guardian and timelines have been exhausted and the child has not had any behavior modification improvement, a meeting will be held with the parent/guardian, Community Services Specialist and the Community Services Coordinator to discuss alternative actions and possibly removing a child and or placing him or her in an alternate class.

Step 4: Forth Incident/Concern

- The Playschool student may be removed from the program and or a class if a workable solution is not available.

Youth Behavior Standards and Objectives:

- Constant Focus on Learning
- High Expectations and Clear Rules
- Acting vs. Reacting
- Problem Solving Philosophy
- Positive and Consistent Reinforcement
- Positive Environment and Strong Role Models



Playschool Special Events

Playschool Student & Class Pictures

Playschool contracts a Portrait Studio to take and to distribute Playschool pictures. The contracted Studio is responsible to complete class photographs and student requested individual pictures at each Playschool site for all classes.

Playschool pictures are twice a year, Fall and Spring. Playschool pictures are distributed to the parents/guardians approximately six weeks after pictures have been taken.

Fundraisers

Playschool has Book Fairs through out the year. Money for fundraisers cannot be accepted by the instructor or aide. Funds raised from the these book fairs goes directly back into the program to purchase books for the Playschool library.

Playschool Graduation

At the end of each Playschool year, your students and instructor will host a promotion ceremony for the Fabulous 4's students on the last day of class. Please contact instructor for more detailed information.

Playschool Field Trips

Part of a child's development is the need to establish a sense of community, interacting with peers and adults and discovering the world around them. We believe fieldtrips are a good way to provide the child with the opportunity to grow in this area. All field trips are a parent participation activity. These field trips are scheduled through-out the year. Specific information on a field trip will be provided by the instructor as the date approaches. Some additional fees may be required.

"I alone cannot change the world, but I can cast a stone across the waters to create many ripples."
— [Mother Teresa](#)



Registration Information

Playschool Registration Procedures

All students must register at the Central Park - Goldy S. Lewis Center. Playschool Instructors and or Aides are prohibited from accepting any Registration Forms and/or payments. Please call the Playschool Registration Office regarding all registration concerns and/or questions, including priority registration, late registration, payments, transfers, and waitlist questions.

Playschool Registration

Playschool registration is taken at:

Central Park, 11200 Base Line Road, (909) 477-2765
Monday through Friday 8:00 am -9:00 pm Saturday 9:00 am - 5:00pm

Lions Center East, 9191 Base Line Road, (909) 477-2790
Monday through Thursday 9:00 am -12:30 pm

City Hall, 10500 Civic Center Dr., (909) 477-2700
Monday through Thursday 7:00 am - 6:00 pm

Registration Process and Procedure

- Parents/Guardians are required to complete and sign a City of Rancho Cucamonga Community Services Department Registration Form.
- Parents/Guardians are required to submit proof of age for all new enrollees.
- Parents/Guardians are required to submit proof of residency for registration each year.
- Parents/Guardians are required to complete and sign a Playschool Emergency Card. (Emergency Cards are due the first day of class to the Playschool Instructor.)
- Parents/Guardians are required to pay initial enrollment fee (**\$44.00** non-refundable payment) in full.
- All parents/guardians will receive a Post Registration Checklist at the time of enrollment.

Playschool Waitlists

The Registration Division maintains all waitlists. The City of Rancho Cucamonga residents have priority over non-residents. Students enrolled in the Playschool program may not be placed on a waitlist, it is only for students which were unable to get into a class. Parents/Guardians have 48 hours to enroll after being notified of an available class. Playschool staff updates records on all waitlists and available space. Registration staff will contact waitlist students regarding all available opportunities. Playschool Instructors are unable to approve class transfer or add new students to his or her class.



Playschool Student Class Transfers

The Central Park Registration Office maintains all student class transfers. Class student transfers are approved if openings exist. There is a **\$32.00** fee for all class transfers. If a parent/guardian requests a transfer to a full class, the child will be put at the bottom of the existing waitlist. Transfers due to age are not allowed. Your child must remain in their appropriate class for one full school year.

Late Pick-Up Fee

Parents/Guardians are responsible to pick all children up at designated class times. Any student not picked up at the end of the scheduled class time will be subject to a late fee. The fee's are as follows: 1-15 minutes late **\$11.00** and **\$1.00** for each additional minute afterward. If the child is not picked up after 60 minutes, authorities may be contacted.

Playschool Registration Receipts

Registration receipts (indicating class, day, time and instructor) are generated by the computer Registration Program. All enrolled students receive a confirmation receipt of enrollment the day of registration.

Refund Policy

Refunds will be issued in full if requested 2 weeks prior to the **start** of the program. After the start of the program, students may request a refund before the **second program meeting date**. The **\$44.00** registration fee is non-refundable. **After the second program meeting date, no refunds will be issued.**

All Playschool overpayments can be refunded or credited to the payers account. Cash and check overpayment refunds are sent via mail in form of a check in approximately two to four weeks. Credit Card overpayment refunds are applied back to the credit card that business day.



Absences

Please notify the Playschool Office if a child will be absent from Playschool for an extended period of time. *(Playschool does not give refunds for missed classes). Playschool field trips and holidays have been accounted for when the tuition and fees were created. Therefore, refunds for field trips and Holidays are non-refundable.*

Playschool Account Billing

For your convenience, Playschool tuition is split into 3 payments. Payment notices are emailed to the current address on the student's account. It is the responsibility of the account holder to provide registration with a current email address. Payments are applied by the Registration Office staff. If a payment is not completed by the **deadline date**, the students account is charged a **\$55.00 late fee**. If the bill is not paid the child will be withdrawn from the program. Please refer to the 2019-2020 Payment Schedule for fees and due dates.

Playschool Communication

Playschool information will be communicated via email to all parents/guardians in the registration system. It is the responsibility of the account holder to provide a current email address in order to receive information in a timely manner.



Playschool 2019-2020 Payment Schedule

Class	Days Per Week	Payment 1 <i>Payment Due:</i> 7/ 11 /19 12 Weeks (8/19 - 11/7)	Payment 2 <i>Payment Due:</i> 10/ 24 /19 11 Weeks (11/11 – 2/13)	Payment 3 <i>Payment Due:</i> 1/23 /20 11 Weeks (2/17 - 5/7)	Annual Cost
ONE'S and TWO'S	2 Days per week	220.00	201.00	201.00	622.00
TWO'S +	2 Days per week	237.00	218.00	218.00	673.00
THREE'S	2 Days per week	297.00	272.00	272.00	841.00
THREE'S +	2 Days per week	352.00	323.00	323.00	998.00
THREE'S +	4 Days per week	628.00	575.00	575.00	1778.00
FAB 4'S	2 Days per week	352.00	323.00	323.00	998.00
FAB 4'S	4 Days per week	628.00	575.00	575.00	1778.00
PREPPY 4'S -5'S	4 Days per week	640.00	587.00	587.00	1814.00
LETTER LEARNERS	1 Day per week	136.00	125.00	125.00	386.00
READY READERS	1 Day per week	156.00	143.00	143.00	442.00
MATH LEARNERS	1 Day per week	136.00	125.00	125.00	386.00

*Please Note: \$14.00 will be added to each payment for non-residents
 If payments are not made by the due date a **\$55.00 late fee will be assessed.



PHOTOGRAPHY AND VIDEO WAIVER

I, _____ acknowledge and agree that any photographs that have been taken with my image or likeness by any representative of the City of Rancho Cucamonga may be used for print, video and internet marketing uses by the City of Rancho Cucamonga.

I understand that the City of Rancho Cucamonga is not required to provide advanced notice of use of these photographs, to receive approval, and will not provide any type of payment for use my image in the photographs.

Signature

Print Name

Date

Parent's Signature (if student is a minor)

Print Child's Name

Address

() _____
Telephone Number



Parent/Guardian Acknowledgment Form

Please sign and return the Parent/Guardian Acknowledgment Form and turn into your child's Playschool Instructor on the first day of class.

Student Last Name

Student First Name

I _____, certify that I have read and understand the Playschool Student Handbook and agree to abide by all guidelines and procedures of the Playschool Program. I also have read and understand that I will be charged a **\$50.00** late fee if the quarterly payments are not received by the due dates stated on page 21 of this handbook.

Parent/Guardian Last Name
(Please Print)

First Name
(Please Print)

Date

Signature

Date

Parent/Guardian Email: _____

<p>OFFICE USE ONLY:</p> <p>Staff signature: _____</p> <p>Date: _____</p>



PLAYSCHOOL PARTICIPANT EMERGENCY INFORMATION

CHILD'S NAME: _____

Parent(s)/guardian(s) name: _____ E-mail _____

Address: _____ City: _____ Zip code: _____

Class day/time: _____ Instructor: _____ Child's DOB: _____

Mother's/guardian's home #: _____ Work #: _____ Cell #: _____

Father's/guardian's home #: _____ Work #: _____ Cell #: _____

Does father live in home with child? Yes/No Does mother live in home with child? Yes/No

List Sibling's Names and Ages: _____

**The people listed below are authorized to pick up the child listed on this form.
(Parent(s)/guardian(s), please do not forget to include yourself and spouse if applicable.)**

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

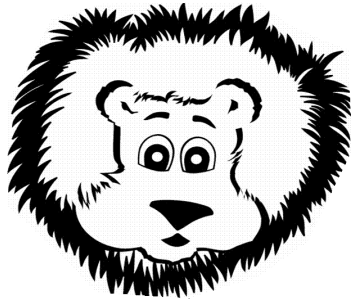
Please list ANY medical issues, allergies (food or otherwise), medications, physical limitations, or information we should be aware of: _____

Is there anything about your child we should know about? For example: My child is afraid of puppets. Please list anything that might make relating to your child easier: _____

Medical release: I do hereby give permission for any certified emergency personnel or health care professional to administer any type of medical treatment he/she deems necessary to the above named child in case of an emergency and in the event that I cannot be contacted.

Parent/guardian signature

Date



Playschool