



Preschool Programs

Casa Cerrito Preschool
Teeter Tot Program



Policy and Information Packet

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Life
Better!**SM



PRESCHOOL PROGRAMS

POLICIES, PROCEDURES AND GENERAL INFORMATION

PROGRAM DIRECTORY:

SITES:

Teeter Tot Program

El Cerrito Community Center
7007 Moeser Lane
El Cerrito, CA 94530
(510) 559-7014

Casa Cerrito Preschool Program

Casa Cerrito Clubhouse
6927 Portola Drive
El Cerrito, CA 94530
(510) 559-7032

Child Care Administration

At the El Cerrito Community Center
7007 Moeser Lane
El Cerrito, CA 94530
(510) 559-7003

Recreation Supervisor: Hannah Long

Email: hlong@ci.el-cerrito.ca.us

Ph: 510-559-7003

Administrative Clerk Specialist: Susan Ortega

Email: sortega@ci.el-cerrito.ca.us

Ph: 510-559-7006



PROGRAM GOALS: The Teeter Tot (ages 22 months to 3 ½ years) and Casa Cerrito (ages 3-5 years) programs are designed to promote physical, social, emotional and intellectual development. The staff works to create an atmosphere in which each child is accepted and supported. To accomplish this, staff members assist the children with learning to function in a group, recognizing and expressing their emotions and developing techniques for effective problem solving. Children will participate in preschool or kindergarten readiness activities. In addition, guidelines and limits are established to insure a physically positive environment for all.

PRESCHOOL STRUCTURE: The preschool curriculum will include age-appropriate arts & crafts, indoor and outdoor games and playtime, music, stories and a variety of kindergarten readiness activities. While the specific activities offered change every day, the structured daily activity stays the same. For Teeter Tots all parents sign up for at least one day per month to bring a nutritious snack. For Casa Cerrito the director will place your name on the snack calendar on the day you are required to bring a nutritious snack.

Our Preschools are not parent cooperative programs. If a parent/guardian would like to observe their child while they are at Preschool, please make special arrangements with your site Director to do so.

ADMINISTRATIVE POLICIES & PROCEDURES:

- **TEETER TOTS*** is open Monday-Friday from 9:00am to 12:00pm
- **CASA CERRITO PRESCHOOL**
Open Monday-Friday from 9:00am to 1:00pm and 1:00pm to 5:00pm

*Children may attend a maximum of 12 hours/week at the Teeter Tot program.

*Casa Cerrito is available for a minimum of 2 days per week.

*Both programs operate year round.

Waiting List: If space is not available in our program interested parents/guardians may put their child on our waiting lists. Parents/guardians registered on the waitlist will be called as space becomes available at the program they have requested. EXPIRATION OF THE WAITING LIST is the last day of the program year. A new sign-up is required for the waiting list for each new preschool year. Spaces are filled on a first come, first serve basis. To enroll on the waiting list, parents must fill out the form and pay the registration fee.

Holiday: The Preschool Programs will be closed during all legal holidays. Please refer to the Holiday Schedule for the dates that preschool will be closed.



Schedule Changes: Schedule changes must be made in writing at the El Cerrito Community Center (use the Schedule Change, Transfer & Cancellation Form). Schedule changes must be made at least two weeks in advance. Each child may have up to two free schedule changes during a school year. Each schedule change, after the second, will be assessed a \$17.00 processing fee. For Teeter Tots families, each child is allowed 12 hours maximum including drop-in availability.

Cancellations: Cancellations must be made in writing to the El Cerrito Recreation Department (use the Schedule Change, Transfer & Cancellation Form). Cancellations must be made with at least a two week notice.

Change of Address/Phone: It is important that the parent/guardian contact the preschool program if their home address or phone numbers change during the year. The staff **MUST** have updated information in the event of an emergency.

Medication: Children who must receive medication during the preschool program hours must provide the Director with written instruction and permission to administer the medication. Medication must be brought by parent/guardian to the program.

Disabilities, Allergies, Problems, & Fears: Please notify the Director of any disabilities, food or other allergies your child might have. The Director must be notified of any problems or fears your child may have. This information allows staff to provide the best possible care for your child.

Illness Credits: There are no payment credits for absence due to illness. We **DO NOT** offer make-up days. If a child misses over 1 week of programming, a credit may be applied if a physician note is provided.

Absences: It is essential that parents/guardians notify the Coordinator if their child is going to be absent from the program. There are no credits/refunds given for absences.

Check-out Authorization: Only those authorized by the parent/guardian in writing will be allowed to check out a child from the program. If an unfamiliar person comes to pick-up the child, staff will ask for the persons I.D. to verify that they are authorized to pick-up the child.

Late Pick-ups: A late fee charge is applied for every 5 minutes (or-fraction-thereof) a parent or guardian is late picking-up their child. Late pick-ups are anytime a child is picked up after their regularly scheduled ending time in the program, the late fee is \$1.00 per minute.

Drop-Ins: If you would like to do add an extra of preschool day on occasion, you may check in the Community Center front office for availability. If space is available on your day of interest you can pay the office the drop in fee which 15% higher than the daily rate. You will receive a receipt to take to preschool to verify that you are enrolled for that day. For Teeter Tots, the drop-in cannot be in addition to the 12 hour maximum allowed per week.



EMERGENCY PROCEDURES:

Illness-Accidents-Insurance-Liability: If a child becomes ill while in our care the staff will call the phone numbers listed on your child's EMERGENCY FORM so that the child may be picked up immediately. Parents/Guardians should list names of family or friends who are available to pick-up their child during the day.

1. If a child becomes seriously injured at preschool, the staff will phone the highly trained El Cerrito Fire Department for assistance (911). The parent/guardian will also be contacted.
2. Regardless of the nature of the injury, an ambulance likely will be dispatched.
3. The determination for transportation may or may not be in consultation with the parent/guardian depending on the seriousness of the injury and the availability of the parent/guardian.
4. Only authorization of a parent/guardian can cancel an ambulance.
5. If the parent/guardian cannot be contacted and if the emergency forms indicate, the Fire Department will direct the ambulance to the desired emergency care facility (as specified on child EMERGENCY FORM).
6. If your child is transported to local hospital facility, a staff member will remain in attendance until the parent/guardian arrives.
7. The City **DOES NOT** pay the cost of ambulance service. But most family health plans may cover ambulance service.
8. The City **DOES NOT** provide accident insurance for preschool children. The cost of treating accidents must be assumed by the parent/guardian and/or their health plan.

PAYMENT PROCEDURES:

Registration Fee: A non-refundable Waiting List Registration fee is charged for each registration.

Billing Invoices: Invoices will be distributed by mail (If no email is provided) on the 15th of the month prior to that month of service. If you don't receive an invoice by the 25th of a month please call the Administrative Clerk Specialist at (510) 559-7006.

Payment of Fees: Payments for preschool must be paid by the first City of El Cerrito working day of the month. A late fee will be charged for any payments made after the 10th of the month.



Payment Location: Payments for preschool must be paid at or mailed to the El Cerrito Community Center, 7007 Moeser Lane, El Cerrito, CA 94530. Payments may be made with Visa/MasterCard/AMEX, money orders, cash or checks. Payments may also be made with a credit card over the phone at (510) 559-7006. Payees also have the Automatic Payment option; please contact the Administrative Clerk Specialist to set up automatic payments. When mailing your payment, envelopes must be postmarked no later than the first working day of the month. Payments should not be given to staff at the preschool programs.

Returned Checks: A service charge will be assessed on all returned checks. Returned checks must be cleared up at the El Cerrito City Hall-Finance Department, 10890 San Pablo Avenue, El Cerrito, CA 94530, (510) 215-4310. Cash or a money order must replace all returned checks. In addition, a late payment fee will be assessed on all returned checks. If more than two returned checks are received in our office then future payments will need to be made in money order, cash or with Visa/MasterCard/AMEX, checks will no longer be acceptable.

Refunds/Credits: There are no refunds for activities sponsored by the City of El Cerrito unless the activity is cancelled due to lack of enrollment. Credits/Refunds will not be given if a child does not attend the program. No credits are given for family vacations or days off, etc.

DISCIPLINE POLICY:

Our approach is to keep an open line of communication with parents/guardians. Should any misbehavior, or behavioral change occur with our preschool children, staff are instructed to communicate with parents/guardians.

In the case of misbehavior problems:

1. Staff discusses misbehavior problem with parent/guardian asking for their assistance. The staff will record incidents of misbehavior in a "child log" only when continuous unacceptable behavior occurs in spite of staff's efforts to prevent it.
2. If the misbehavior continues, a parent/guardian and staff meeting will occur. At this meeting the misbehavior will be discussed. The parent/guardian is informed that if the behavior does not change the child may be suspended or dismissed from the program.



PRESCHOOL PROGRAM POLICIES, PROCEDURES & GENERAL INFORMATION

ADDITIONAL INFORMATION:

Daily Snack: Parents/Guardians are required to sign-up to provide the children with snack at least one day a month. The snack should always be two food groups and something to drink to make the most nutritious snack.

Beverage suggestions:

100% Juice

Water

Snack Suggestions:

Sliced fruit & wheat crackers

Mini bagels w/ cream cheese

Banana bread muffins & oranges

Ritz crackers, cheese & apples

Veggie chips & fruit

Carrots & celery w/ dip

Low-salt tortilla chips & salsa / guacamole

Quesadillas & fruit

Pizza bites & apple slices

Fruit salad & animal crackers

Pita chips & hummus

Raisins & graham crackers

Dried cranberries & carrots w/ goldfish crackers

Please bring enough snacks, napkins, cups, plates and plastic knives, forks or spoons (as needed) for 24 children.

Please do not bring:

Soda, Capri Suns or any sugary drinks, nuts of any kind, fish/shrimp, pork or candy, "fruit" gummies or cookies.

Also please do not bring any glass containers.

"Special Treats":

Such as cupcakes, doughnuts, ice cream, etc. may only be brought in for special occasions and must be cleared with the site director.

If you have any questions regarding snacks please contact the site director.

Teeter Tots: 510-559-7014

Casa Cerrito: 510-559-7032



Play Clothes and Paint Shirts: You may want to dress your child in play clothes or send an oversized paint shirt for your child to wear at preschool. Being a child means having fun, playing and sometimes getting messy. All our activities at our preschools are supervised, but spills and accidents sometimes occur. On rainy days, if you send your child to preschool in rain boots, please send a pair of extra shoes for your child to change in to while at school.

Toilet Training: Children attending the Teeter Tot Program do not need to be toilet trained. If your child is not toilet trained please send an ample supply of (10) diapers or Pull-Ups as needed and baby wipes to the program. Children attending the Casa Cerrito Preschool **must** be toilet trained.

Bathroom Policy: At Casa Cerrito, children will be allowed to use the bathroom **one** at a time. A staff person stands in the hallway, supervising the children's use of the bathroom at all times. The child's privacy is respected at all times, but staff will check on the child if they have been in the bathroom for a lengthy time. Staff will assist with buttons, belts, and zippers when needed.

Modification of Policies: The City of El Cerrito Preschool Programs reserves the right to modify any of the policies in this PRESCHOOL PROGRAM POLICIES, PROCEDURES & GENERAL INFORMATION packet upon 30 days written notice.

Right of California State Licensing Agency (Casa Cerrito Preschool Only):

The California State Licensing Agency has the following authority:

- a. To interview children or staff, and to inspect and audit child or facility records without prior consent.
- b. To observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).



PRESCHOOL PROGRAM FEE SCHEDULE
2016-2017 PROGRAM YEAR

Fees are subject to change starting July 1, 2017

DAILY CHARGES ARE AS FOLLOWS: based on the hourly rate of residents \$7.50/hr and Non-residents \$8.50/hr.

Program	Resident	Non Resident	Reduced Resident	Reduced Non Resident
Teeter Tots 9am-12pm	\$22.50/day	\$25.50/day	\$16.50/day	\$18.00/day
Drop-In Fee	\$25.88	\$29.32	\$18.98	\$20.70
Casa Cerrito Preschool 9am-1pm or 1pm-5pm	\$30.00/day	\$34.00/day	\$22.00/day	\$24.00/day
Drop-In Fee	\$34.50	\$39.10	\$25.30	\$27.60

One Time Registration Fee: \$70

Transfer Fee (from Teeter Tots to Casa Cerrito): \$17

Drop-In Rates: 15% increased daily rate

**Low Income families may qualify for reduced rates. Reduced rates are based on the David Hunter Scholarship Application. For more information see Susan Ortega, Administrative Clerk Specialist in the Community Center Front Office.*

LATE FEES

Late Pick-Up \$5.00 for every 5 minutes (or fraction-thereof) late.

Late Payment \$17.00 fee applied for any payments made after the 10th of the month.