

* TINY TOTS *

PRESCHOOL PROGRAM

PARENT HANDBOOK

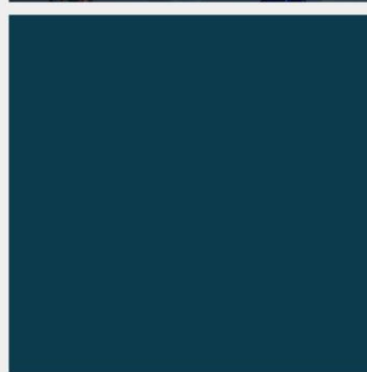
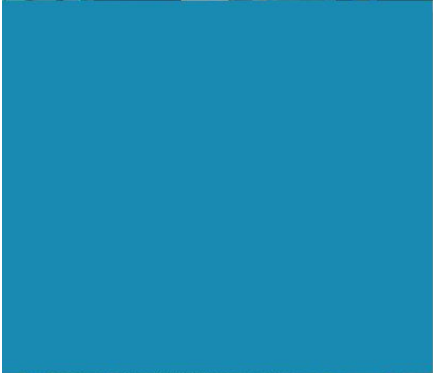
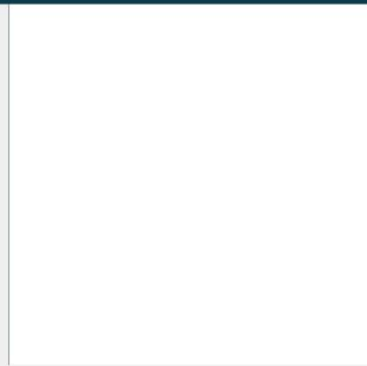


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Welcome

Dear Parents/Guardians:

Welcome to the Tiny Tots Preschool Program! We're excited to have your child and your family join us for what we hope will be a joyful and enriching preschool experience.

At the City of Fremont Recreation Services Division, we believe that a child's first school experience plays a vital role in shaping a lifelong love of learning. Our dedicated staff is committed to providing a safe, nurturing, and engaging environment where your child can grow socially, emotionally, physically, and academically through developmentally appropriate play and hands-on exploration.

This handbook is designed to serve as a helpful guide throughout the school year. Inside, you'll find important information about our program philosophy, daily routines, policies, and tips for supporting your child's transition into preschool. We encourage you to review it thoroughly and keep it handy as a resource.

If you have any questions, feedback, or would simply like to connect, please don't hesitate to reach out to me at (510) 494-4327 or amistry@fremont.gov. We value your partnership and look forward to a wonderful school year together.

Sincerely,

Anisha Mistry

Recreation Supervisor II
City of Fremont | Recreation Services

Contact Us

Staff

Supervisor	Coordinator	Registration
Anisha Mistry	Felicia Belias	--
510-494-4327	510-494-4381	510-494-4300
amistry@fremont.gov	TinyTots@fremont.gov	RegeRec@fremont.gov

Program Locations

Locations	Teacher	Contact Information
Centerville Community Center 3355 Country Dr. Fremont, CA 94538	Ms. Vicki	510-494-4346
Irvington Community Center 41885 Blacow Road Fremont, CA 94538	Ms. Wing	510-791-4367
Los Cerritos Community Center 3377 Alder Drive Fremont, CA 94536	Ms. Sheetu	510-494-4366

Teachers are available for 15 minutes after class if parents need to ask questions. Parents may email the staff any time at TinyTots@fremont.gov. If there is an urgent need for parents to reach the preschool during class time, please call the classroom phone or Recreation Admin Office.

Hours & Day of Operation

Classes take place during the week with class occurring 2-4 days per week. Typical hours can include: 9:00 a.m.-12:00 p.m. and 12:30 p.m.-3:15 p.m. Please check the class listings for more details.

School will be closed on the following days:

- Veterans Day – November 11, 2025
- Thanksgiving Break – November 24-28, 2025
- Winter Break – December 22, 2025 – January 5, 2026
- Martin Luther King Jr. Day – January 19, 2026
- Presidents Day – February 16, 2026
- Staff Development Day - March 13, 2026
- Spring Break – March 16-20, 2026
- Staff Development Day – April 3, 2026
- Memorial Day – May 25, 2026

Our Mission, Vision & Values

Vision: To be the reason people live, work, & play in Fremont

Mission: To provide exceptional community experiences

Core Values: Excellence, Inclusion, Innovation, Sustainability

Program Philosophy

Our program philosophy at Tiny Tots is based on the belief that children learn best through play. We provide a safe, nurturing, creative, and child-centered environment where children develop academically, socially, emotionally, and physically.

Through play and planned activities, children are provided with great opportunities to prepare for kindergarten. Together, these early experiences enable children to realize their potential and help them become productive, healthy, intelligent, and responsible people.

Our Classes

Our school-year program is structured into seasonal sessions—**Fall, Winter, and Spring**—with classes offered multiple days per week at various locations across Fremont.

School Year

- **Toddlers Parent & Me (Ages 18 mos – 3 years)** Introduce your infant or toddler to a preschool setting. Parents will stay active and meet others in a fun, controlled environment. One parent and child will participate in activities together including movement, music, storytelling, arts and crafts and circle time activities. Parent participation required.
- **Preschoolers (Ages 3-4)** The goal of Preschoolers is to provide children with an introduction to a classroom setting without their parents. Children will develop social/emotional skills, language skills, problem solving skills, and learn how to sit and participate in circle time. Academics are achieved through songs, creative art, STEAM, pre-phonics and games. This is a drop-off class; parents do not stay or participate.
- **Kindergarten Prep (Ages 4-6)** Take your Preschooler or Kindergartner’s ABCs to the next level. This class will guide participants on how to progressively learn to read through language play and the Hooked-on Phonics program. Children will learn 5 short vowels, beginning and ending consonant sounds and letter blending. Children should possess language skills and know their alphabet. Participants will be placed into groups based on their ability-beginner, intermediate, or advanced. This is a drop-off class; parents do not stay or participate.
- **Junior Kinders (Ages 4-5)** Junior Kinders is an advanced preschool environment where children learn letters and sounds, colors, shapes, and numbers. Along with songs, storytelling and circle time your child will enjoy an introduction to hands on STEAM activities. Pre-writing, phonics, and language development are the primary focus of Junior Kinders. This is a drop-off class; parents do not stay or participate.

Summer

During the summer, Tiny Tots transforms into weekly themed preschool camps, offering fun and flexible options for families.

- Available in weekly sessions throughout the summer.
- Choose between half-day or full-day options to fit your family's schedule.
- Each week includes engaging activities such as storytelling, STEAM projects, crafts, sensory play, and outdoor games.
- Themes may include topics like cooking, art, dinosaurs, space, nature, and more

Curriculum

Tiny Tots offers a balanced approach of developmentally appropriate activities that are child-centered and thoughtfully planned by staff:

- **LANGUAGE:** Activities that encourage speaking, reading, writing, listening, and critical thinking. *EXAMPLES:* storytelling, rhymes, songs, listening centers, and discussions of concepts.
- **MATH:** Activities that encourage counting, sorting, understanding classification, matching, understanding, taller or shorter. *EXAMPLES:* Puzzles, manipulatives, memory games, counting calendar days, sorting objects.
- **SCIENCE:** Activities that encourage social interaction between teachers and students, creative thinking, listening, speaking, and discovery. *EXAMPLES:* Exposure to a variety of plants and how they grow, sand and texture experiences, discovery centers, and working with magnets.
- **DRAMATIC PLAY:** Activities that encourage social skills, self-expression, role-playing, and creativity. *EXAMPLES:* Dress up, play kitchen, grocery store, dolls, puppets, acting out songs and drama games.
- **CREATIVE ART:** Activities that encourage social skills, pre-writing, fine motor control, sensory skills, sharing and cooperation, expressing feelings, confidence, and self-esteem. *EXAMPLES:* Exposure to various mediums, paints, markers, pencils, art papers, chalk, crafts, cooking, drama, and singing.
- **CULTURAL AWARENESS:** Activities that encourage social interaction, discovery of self and others, creative thinking, appreciation, speaking and reading, and a sense of pride. *EXAMPLES:* Exposure to books, pictures, foods, music, traditions, and visitors from various cultures.
- **GROSS AND FINE MOTOR SKILLS:** Activities that encourage reasonable muscle control, physical development, balance, social skills, confidence, and self-esteem. *EXAMPLES:* Running, skipping, outdoor games, bouncing balls, using scissors, building blocks, holding a pencil, drawing, writing, manipulatives.

Sample Daily Schedule

- Welcome & Choice Play
- Circle Time
- Activity
- Snack Time
- Outdoor Play
- Goodbye Circle Time

Explore the Preschool Classroom

Look at how we organize our preschool classrooms. They are organized by age and stage of learning and development.

- **Open-ended Questions**
As your preschooler moves through their day, they'll hear a lot of open-ended questions. This small change can make a big difference in building your child's confidence.
- **Preschoolers Play Their Way**
For much of the day, children create, play, pretend, and express themselves their way! This independent play builds critical thinking skills, self-reliance, and confidence for life.
- **Group Time**
Group time happens every day in each of our classrooms. Preschoolers come together to do group activities or listen to storytelling.
- **Outdoor Play Time**
Our classrooms spend at least 20-30 minutes outside each day. It's a perfect time to explore and play while using their imaginations.

Behavior and Readiness Issues

Tiny Tots is a safe, nurturing, and enriching environment. Children often need guidance in developing respectful and appropriate behavior as they learn and grow. If student conflict arises, developmentally appropriate child guidance and management techniques will be used. This can include but is not limited to, redirection to a new activity, separation from problem situations, talking to the child, encouragement, and modeling appropriate classroom behavior. Acceptable behavior will be taught through classroom discussion and reinforced through verbal acknowledgment of correct behavior and correction of unacceptable behavior.

If, at any time throughout the program, a child displays the following behavior, removal from the program may be necessary:

- The preschool experience and setting are too stressful for the student.
- The student's behavior affects the daily routine and behavior of other students in the classroom.
- One-on-one attention is needed to help guide the student each day.
- The student cannot be respectful in their actions (verbal and physical) towards staff or other participants.
- Guiding a child into appropriate behavior is a collaborative and consistent effort on both the part of the staff and the parents. Reinforcing discipline techniques at home and sharing (with our staff) your successes and frustrations regarding discipline will greatly encourage development with your child.

Parental Support

We understand that transitions, such as a child's first preschool experience, can be difficult for parents and children. With your child's best interest at heart, we ask that parents NOT remain in the classroom after class begins. Our teachers have found that parental distractions and interruptions affect the quality

of instruction. When our teachers can focus on helping children learn, everyone has a more positive educational and recreational experience.

To ensure that you have a positive experience with our programs, we ask you to be aware of the following policies and procedures:

Preparing Your Child for Class

Separation Anxiety

We understand that the first days of preschool can be emotional for both children and parents. Our goal is for every child to successfully transition into class, and for parents to feel confident leaving their child in our care.

Before the first day:

Talk to your child about school ahead of time. Share how fun and exciting it will be—mention the toys they'll play with, the friends they'll make, and the kind teachers who are there to help them learn and explore.

To support a smooth drop-off:

- Keep drop-offs calm and confident. Greet the teacher, offer encouraging words (e.g., "You're going to have so much fun with the teachers!"), say goodbye, and leave promptly.
- Reassure your child you'll return (e.g., "I'll see you after circle time")—and be on time for pick-up.
- If your child becomes upset, that's okay. Step aside to allow others to enter, and once you feel ready, calmly encourage your child to join the class.

Our staff is here to support your child. If they remain upset for an extended time, we will contact you and work together on a plan.

What not to do (these may make things harder):

- Sneaking away without saying goodbye
- Peeking through windows
- Waiting outside or in your car (they might see you during outdoor play)

If you feel your child isn't ready to separate independently, it may be helpful to delay participation until they're more prepared.

Pick up & Drop Off

- For safety, the preschool classroom always remains locked during class. Teachers will open the door a few minutes before class to welcome students and families.
- Please be on time for class! The "free choice" time provides valuable socialization time.
- The teacher monitors bathroom visits during class time.
- When picking up your child after class, please wait outside the room until the teacher opens the classroom door. Doors are locked during class, so no one enters or leaves the classroom.
- After our "goodbye song," children will be asked to sit and wait patiently as their parent comes in. Children will not be released to an adult if not indicated on the child's Emergency Form. IDs will be required for any adult the teacher does not recognize.
- Please do not drop off your child early or pick them up late.

- Make sure to check your child’s cubby before you leave the room for any artwork.
- Teachers will communicate with the parent after class if there are any behavior difficulties during class.

What to bring

- Preschoolers may bring a small backpack to school to keep in their cubby. For cool weather, include a light sweater or jacket. Please label all items from home.
- To help your child be more comfortable in a “bathroom accident,” please keep a simple change of clothes in a gallon Ziploc bag in your child’s backpack.
- Please bring a reusable water bottle

Snacks

Snack time in class helps children learn table manners and how to eat in a social environment. Help us support healthy bodies and minds by providing nutritious foods for your child. Suggested snacks include trail mix, fresh fruit, vegetables, popcorn (no salt), cheese and crackers, apple sauce, and pretzels.

Restroom & Clothing

- Take your child to the bathroom *before* bringing them to class.
- Because many of our art projects are messy, please dress your child in comfortable play clothes so that they can participate fully.

Dress Code

Students will participate in hands-on activities during class time. Children should wear closed-toed shoes with rubber soles; this keeps students' feet and toes safe while participating in activities. Clothes should be easily removed by the children themselves. Clothes free of buttons and zippers are best for little ones during class time.

Restroom & Potty Training

Children must be toilet trained for our Preschoolers, Junior Kinder, and Kindergarten Prep programs. Each participant must be able to manipulate their clothing to allow them to use restroom facilities independently. Diapers of any kind, including pull-ups, are not allowed. Once class begins, if it’s determined that children are not adequately toilet trained, parents will be called to pick up their child, and the child may not be allowed to return to class until properly toilet trained. Unfortunately, we cannot reimburse class fees in those rare instances.

Allergies, Dietary Restrictions, And Other Information

Understanding a child’s background and special needs helps staff provide the best program experience for all participants, including your child. During registration, please list any important allergies or other information under the emergency information section.

Aide/Professional Behavior Specialist

Does your child have an aide, specialist, therapist, etc. that needs to attend camp to assist, monitor, or observe them? Please submit this form linked below for verification and approval. This form needs to be submitted (7) calendar days prior to child's activity. <https://bit.ly/FremontAideSpecialistForm>

Registration

Registration is available online and in person at the Recreation Admin Office (City Hall 3300 Capitol Avenue Building B Fremont, CA 94538.) Hours: 8:30 a.m. -5:00 p.m., Monday-Friday excluding holidays.

Priority Registration

Children currently enrolled in class are given priority registration for the classes for the next session. Priority registration is available online. If you should withdraw from the program, you will lose your priority spot for the next session.

Please note: priority registration can be completed online. Payment plans offered for credit/debit card payments only.

SESSION	DATES	PRIORITY REGISTRATION	OPEN ENROLLMENT
Fall 2025	Sept 3 - Oct 31	None	June 1
Late Fall 2025	Nov 3 - Jan 23	Sept 15-19	Sept 22
Winter 2026	Jan 26 - Mar 27	Dec 1-5	Dec 8
Spring 2026	Mar 30 - May 22	Feb 9-13	Feb 16
Summer 2026	Jun 8 - Aug 2	None	Feb 1

Waitlists

Any time a class has more participants interested in joining a class than space available, a waiting list will be established. Waitlists are available online and FREE. At the end of the session, all waitlists will be dissolved.

Refunds & Transfer Policy

REFUNDS are ONLY allowed if requested up to seven (7) calendar days prior to the start of the activity. Unfortunately, there are no exceptions to this rule, including; illness, injury, family emergencies, scheduling conflicts, forgetting about or missing classes, or any other reason not listed. Request for refunds must be received in writing via online form at this link <https://bit.ly/RegeRecRequest>. A \$10 withdrawal fee, per class/activity, will be deducted from your refund if received (7) calendar days prior to the start of the activity and approved; and all refunds will be refunded to the payment method/credit card used for the original purchase. Please allow up to four weeks for receipt if refunded by check (if paid with cash or check).

TRANSFERS are allowed up to seven (7) calendar days prior to the start of your currently enrolled activity. There is no charge for this service. Request for transfer must be received in writing via online form at this link <https://bit.ly/RegeRecRequest>

CANCELLATIONS: We reserve the right to cancel an activity for any reasonable cause. Should this happen, you will be refunded in full, or you may transfer to any open activity.

We understand that sometimes children are not quite ready for preschool. Withdrawals and refunds may be considered for the following reasons:

- A student is overwhelmed and not developmentally ready for class.
- A student is disruptive and unable to function appropriately in class.
- A family situation has arisen, and the student must relocate.

All withdrawals and refunds will be made on a case-by-case basis.

Absences/Missed Classes

Parents are not required to notify the Tiny Tot Preschool Program if their child will be absent. Registration fees cover the entire session regardless of attendance, as your child's spot is held for the duration of the program. If your child will be absent for an extended period, please let us know as a courtesy.

Refunds will not be given for missed days and are NOT given for vacations or days missed due to illness. There are no makeup classes for missed days.

Payment Plans

Take the pressure off planning your child's activities. Payment plans are offered at checkout when you register online with a credit/debit card. Payments will automatically be charged to the credit/debit card used at checkout.

Late Policy

Please be on time for pick-up. It is important for your child's self-esteem and sense of security as well as being considerate to the staff. Please pick up your child promptly at the end of the scheduled class time. You will be charged \$20.00 for the first five minutes or a fraction thereof if you are late (EXAMPLE: 8 minutes late, \$30.00, 20 minutes late, \$50.00). Late fees are due **on your account. Payments can be made online or in person** at the Recreation office (3300 Capitol Ave., Bldg. B) the day after your child is picked up late. All late fees must be paid before your child returns to class. Staff will ask for proof of receipt. If you have an emergency and cannot pick up your child on time, please call the preschool phone or registration office at (510) 494-4300.

Sick Child Policy

To prevent the spread of illness among children in our programs, please keep them home if your child is sick. This helps keep other students and staff healthy and reduces the risk of spreading germs around the classroom.

If your child displays any of the following symptoms, please keep them home from school:

- Temperature of 100.4° F or higher. Students may return to school when the student has been without a fever overnight without the use of fever-reducing medication.
- First two days of a cold, especially if the child is uncomfortable or has a runny nose with yellow/green mucus.
- Nasal discharge that cannot be controlled with tissue and proper hand washing.
- Non-allergy related sore throat and/or persistent cough. Excessive wheezing or coughing.
- Students may return to school when symptoms are resolved or medical provider documents that the student can return to school.
- Continued symptoms within 24 hours of illness-related absence.

- Vomiting or persistent nausea. Students may return if vomiting has stopped over the night or medical provider documents that the student can return to school.
- Diarrhea. Students may return after diarrhea has improved or medical provider documents that the student can return to school.
- Rash of unknown cause. Students may return when the rash is gone or the medical provider documents that the rash is not contagious.
- Lice. Students found with live lice should be sent home to start treatment as soon as possible to avoid the spread of lice. Students may return to school upon satisfactory treatment and after there are no visible live lice upon re-examination. Students with nits only are allowed to return.
- Suspected contagious condition (i.e., Impetigo, Ringworm, Scabies, Pink Eye, etc.). Students may return to school when condition has resolved or medical provider documents that the student can return to school.
- Asthma symptoms not relieved with medication.
- Allergic reaction. Students may return to school the next day if reaction has resolved.
- COVID-19 with symptoms, with or without fever. Students may return to school once: 24 hours have passed with no fever (without the use of fever-reducing medications), AND their symptoms are mild and improving.

If your child has contracted a contagious disease, please notify the Recreation Supervisor immediately so we can inform parents of possible exposure.

Communications

We keep parents informed through the class bulletin board, emails, notes sent home via your child's backpack, monthly newsletters and calendars. Please email the registration team at RegeRec@fremont.gov if your child's contact information has changed and needs to be updated in the system.

Program Surveys

Surveys will be provided to you via email at the end of each session. This is your opportunity to share your child's experience with us. We encourage you to complete the surveys as we value your feedback.

Photography

The Recreation Services Division may take and use photos/videos of participants for publicity and marketing purposes. Photos/videos of participants are used in the City's Recreation Guide, the City website, Social Media, and other City media publications. The photo release was an optional part of the registration process online.

Lost & Found

The City is not responsible for lost items. Please make sure your child has all items at pick up. Please label all items from home.

Gift Policy

City of Fremont employees are not allowed to accept monetary gifts. Historically, Tiny Tots parents have shown appreciation for the staff's services at the end of the school year and during several holiday events. It's always nice to be appreciated and acknowledged for the services we provide to your loved ones.

If you would like to show your support and give recognition to City staff for a job well done, we would like to suggest one of the following options that allow you to offer your appreciation:

- Donate supplies to the classroom (markers, glue, crayons, tissue, hand sanitizer, etc.).
- Have your child draw a picture or write a note to the teacher.
- Donate a book to the classroom library.
- Write a personal note to the teacher and staff.

We thank you for your continued support of our program and teachers!