

# City of Piedmont Recreation Department

## Tot Zone Information Packet

Welcome to Tot Zone! If you are looking for a flexible, play-based preschool program, Tot Zone may be perfect for your family's needs!

- WHO:** Tot Zone is for children ages 2-4 years old.  
Child must be 2 on the first day of arrival.
- WHERE:** Tot Zone is located at the Piedmont Recreation Department Building, 358 Hillside Avenue, in Piedmont.  
Contact Phone Number: (510) 420-3091      Contact Email: [totzoneprd@gmail.com](mailto:totzoneprd@gmail.com)
- WHEN:** Tot Zone runs Monday through Friday, 9:00am-1:00pm.  
Tot Zone is available year round, and observes holidays and breaks included in this packet.

### HOW TO REGISTER:

Complete a calendar for the days you need. Calendars are created in quarterly increments (three months) throughout the school year. Calendars are available outside the Tot Zone classroom, and on the second floor in both the Recreation Supervisor's and Recreation Department Front Office. Calendars will be released on the second Monday before that month commences. (i.e. the September/October/November calendar will be available the second Monday in August).

Priority registration will be given to Piedmont Residents and calendars will be processed "lottery style". Calendars can be picked up after 9:00am on the Monday of the Calendar Release and should be submitted to the Recreation Department prior to the registration deadline. Calendars will be processed for Piedmont Residents on the Thursday and Non-Residents on the Friday of that week.

Once you turn in your calendar, we will confirm your days or contact you if we are full for that day. Any cancellations and scheduling requests must be **at least 48 hours in advance** and are arranged through the Tot Zone classroom via phone (510) 420-3091 or email at [totzoneprd@gmail.com](mailto:totzoneprd@gmail.com). Cancellations made within 48 hours will be issued as a credit available for future use with the Recreation Department. **Sick Credit can only be given if we receive a call prior to their scheduled class time.** Any exceptions to the Tot Zone cancellation policy requires authorization from the Recreation Supervisor and may incur a 10% processing fee.

It is required that you fill out and turn in an emergency card prior to your child's first day. Emergency cards are available in the Tot Zone classroom and Recreation Supervisor's office. You may also call us and set up a time to observe the Tot Zone classroom.

### TOT ZONE RATES (Effective June 27<sup>th</sup>, 2011):

Tot Zone Daily Rate (9:00am - 1:00pm):                      \$49 Resident                      \$59 Non-Resident

**LATE FEE:** Tot Zone ends promptly at 1:00pm. Any late pick ups after 1:00pm are subject to a \$2.00/minute charge. A Late Pick-up Warning Notice will be given the first time a child is late to be picked up. If lateness becomes an issue, the policy will be enforced.

**DAILY SCHEDULE:**

9:00am	Tot Zone Door Opens, WELCOME!
9:00 - 9:45am	Free Play
9:45am	Clean up & Snack
10:00 - 11:00am	Playground Time
11:00am	Potty/ Diaper Time
11:15 - 11:45am	Science/Art
11:45am-12:30pm	Lunch
12:30pm	Clean up & Circle Time
1:00pm	GOOD- BYE!

**TOT ZONE PHILOSOPHY:**

Tot Zone curriculum is play-based which allows children to explore activities and learn new concepts through play. Teachers use positive guidance to support play and interactions between children. Children are encouraged to build their language and social skills by using their words to express their needs. Our goal at Tot Zone is to provide a fun, supportive, and loving atmosphere for each child to explore, experiment, and learn while developing their physical, social, emotional, and cognitive skills, at their own pace.

**MIXED AGE CLASSROOM:**

Tot Zone is open to children ages 2 through 4, which creates a unique learning environment that benefits the children in many ways. The mixed age classroom fosters a sense of community and cooperation. Younger children may feel more at ease as they begin the program and observe older children playing, and participating in activities like circle time, sharing, and making smooth transitions from one activity to another. Older children enjoy being leaders during activities and transitions and their maturing language, knowledge, cooperation and problem solving skills create an environment where children teach each other. This creates a "little school house" feeling in the classroom and an empathetic environment where each child is encouraged to participate to the best of his/her abilities.

**ACTIVITIES:**

The activities offered at Tot Zone will vary depending on the theme and concept we are introducing. Themes are based on seasons, holidays and children's interests. The classroom is set up with different areas for the children to explore: puzzles and games, manipulative toys and blocks, reading and dollhouse corner, dramatic play and housekeeping area, writing and drawing table, and science table. We offer art activities and easel painting daily. Circle time is filled with songs, learning games, stories, drama, puppets, movement and dancing activities, musical instruments, bean bags, scarves, and parachute play. We also play outside on our sandy playground (weather permitting), and sometimes we go for short neighborhood walks and to Piedmont Park. Teachers provide daily activities that are fun and challenging to children of different ages and abilities. Teachers encourage children to participate in new activities at their individual readiness. We want children to be excited to explore activities and learn new concepts.

**ITEMS TO BRING EACH DAY:**

Each child will be given a cubby where they may keep their belongings for the day. Children are encouraged to care for their belongings. Please label ALL of your child's belongings (including food and drink containers) that are brought into the classroom. The following items should be packed each day:

- ◆ PLEASE BRING AN EXTRA SET OF CLOTHING (PANTS, SHIRT, UNDERWEAR AND SHOES)
- ◆ COATS AND OTHER APPROPRIATE OUTERWEAR (RAINCOAT, RAINBOOTS, UMBRELLA, HAT, ETC.)
- ◆ LUNCH, SNACK AND WATER
- ◆ DIAPERS AND WIPES (IF NEEDED)

**DIAPERING/POTTY TIME:**

The teachers will check and change diapers throughout the day, as needed. A group diaper and potty time is scheduled at 11:00am; children who are potty trained are taken to the bathroom, as needed. Please inform teachers if you are potty training your child so staff can be supportive in the process.

- ◆ FOR CHILDREN STILL IN DIAPERS, PLEASE BRING ONE PACK OF DIAPERS AND WIPES EACH QUARTER FOR THE COMMUNITY CLASSROOM BIN

**LUNCH:**

Please provide healthy foods and drinks for your child. They help our bodies function best, encourage positive eating habits, and help children learn the value of nutritional foods. Most children this age are beginning to develop more independence and one area where we notice the children are very determined to do things on their own is at snack time opening their own food. Some helpful tips to keep in mind as you pack your child's lunch: 1) Cut slits across snack bars and straws, 2) Start the first peel in fruit, 3) Put food in containers and lunch bags that children can easily maneuver. Any uneaten food will be sent home. You are welcome to provide a special nutritious snack for your child's birthday or just for fun. Some suggestions for lunch: half a sandwich, fruit, cheese, crackers, veggies, and water or milk (we encourage water or milk instead of juice). Gum, candy, and sodas are not permitted and will be sent home.

**ALLERGIES:**

There is a space on your child's emergency card to alert teachers of any known allergies. Please also discuss any allergies your child has with the teachers on their first day. We do cooking activities occasionally and want to prepare foods that everyone can enjoy.

## HEALTH:

Part of being healthy is **not** being exposed to contagious illnesses. Please notify your child's teacher if your child will be out due to illness, as we must disclose certain contagious illness exposure. We may call you to pick up your child if they exhibit any of the above symptoms or conditions.

## WE REQUEST YOUR CHILD STAY HOME WHEN THEY HAVE ANY OF THE FOLLOWING:

- ◆ FEVER, VOMITTING, OR DIARRHEA IN THE LAST 24 HOURS
- ◆ RUNNY NOSE WITH CLOUDY, THICK, GREEN MUCUS
- ◆ COUGH ACCOMPANIED BY FEVER, CHILLS AND/OR COUGHING UP OF GREEN OR YELLOW MUCUS
- ◆ RASH THAT HAS NOT BEEN DIAGNOSED AS NON-CONTAGIOUS
- ◆ PINK EYE SYMPTOMS: INFLAMMATION OF LIDS, STYES, THICK DISCHARGE, & PAIN
- ◆ LICE/NITS

## HOLIDAYS AND NON SCHOOL DAYS:

Tot Zone will be **CLOSED** on the following day(s):

- ◆ Monday, August 22, 2011 - Friday, September 9, 2011 *Staff Development*
- ◆ Wednesday, October 26, 2011 - Friday, October 28, 2011 *Haunted House Exhibit*
- ◆ Friday, November 11, 2011 *Veterans' Day*
- ◆ Monday, November 21, 2011 - Friday, November 25, 2011 *Thanksgiving Break*
- ◆ Friday, December 16, 2011 - Monday, January 2, 2012 *Winter Recess*
- ◆ Monday, January 16, 2012 *Dr. Martin Luther King Jr. Day*
- ◆ Monday, February 20, 2012 - Friday, February 24, 2012 *February Recess*
- ◆ Monday, April 9, 2012 - Friday, April 13, 2012 *Spring Break*
- ◆ Monday, May 28, 2012 *Memorial Day*

## TOT ZONE PARKING- PICK UP AND DROP OFF:

At the Recreation Department, there are three classrooms arriving and/or departing at the same time each day. Parking during pre-school drop-offs and pick-ups can be a challenge. The Recreation Department has designated a 5 minute pick up/drop off spot to be used responsibly by participants. I recommend arriving a few minutes early to secure a spot and wait in your car or play at the Tot Lot until class begins at 9:00am.

Use of the Piedmont Recreation Department driveway is strictly prohibited and should **only** be used by authorized employees with a Piedmont Recreation Department vehicle. There are many blind spots that surround the building, and for the safety of the children, parents and staff of the Recreation Department.

In addition to this, the Carriage House Parking Lot is designated for employee use only and those who do not have an authorized mirror hanger displayed may be cited by the Piedmont Police Department.

Thank you in advance for your attention regarding this matter.

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We are proud to offer a quality preschool program with flexibility to meet the needs of your family. We would be happy to answer any questions you may have, or to schedule a time for you to visit Tot Zone. For more information, please call Recreation Supervisor, Erin Rivera, at (510) 420-3072 or the Tot Zone classroom at (510) 420-3091 or email at [totzoneprd@gmail.com](mailto:totzoneprd@gmail.com).