



# Fall Registration Packet

2021 Fall Session: September 7 – November 19 (11 weeks)

Registration starts August 9 for La Puente residents

Registration starts August 16 for non-residents

Monday-Friday 9:00am-7:00pm

**\*Please complete and return at time of registration\***

**Proof of residency (current driver's license or mail) is required at the time of registration for resident rate. Registration is first come, first served until class is full. Birth certificates are required at the time of registration.**

## WELCOME

The City of La Puente Community Services Department welcomes you and your child to our Tiny Tots Program. The Tiny Tots Program is a recreation activity-oriented class for children ages 3 to 5 years old where children are introduced to colors, shapes, numbers, and the alphabet. Your child will learn while having fun with story time, music, arts & crafts, indoor and outdoor play. The main objective is to promote a safe class environment for your children and build their self-confidence and socialization skills.

### 3 Years Old Class Objectives:

- This class provides an opportunity for children to learn to separate from their parents.
- Special care is taken to introduce children to sharing and cooperative play.
- In addition to social skills, children are introduced to early childhood education such as colors, shapes, numbers, and the alphabet.
- Increase attention span.
- Experience the joy of music, art projects, and group activities.
- Improve self-esteem.
- Develop language skills.

### 4-5 Years Old Class Objectives:

- Colors, shapes, numbers, and alphabet reinforcement.
- Learn music, exercise, stories, games, and art projects.
- Learn how to follow directions.
- Develop language skills.
- Letter recognition and name recognition.

Junior Tots: 3 years old by September 1

Senior Tots: 4 years old by September 1

Days	AM Class	PM Class	Resident Fee	Non-Resident Fee
Mon / Wed / Fri Senior Tots (4-5-year old's)	9:00am – 11:30am	12:30pm – 3:00pm	\$330	\$365
Tues / Thurs Junior Tots (3-year old's)	9:00am – 11:30am	12:30pm – 3:00pm	\$275	\$310

**Children must be potty trained before session begins. No pullups or diapers.**

**Child will be removed from the program if not potty trained.**

**\*Material Fee: Junior Tots: \$40 Senior Tots: \$50**



## EMERGENCY CONTACTS MEDICAL INFORMATION

Name of Child (one form per child)	
Child's first name (or nickname) to be used in class:	Birthdate MM / DD / YYYY:
Send class confirmation receipt to this email:	

PARENT Name:		
Address:		
Cell Phone:	Home Phone:	Work Phone:
Email:		

PARENT Name:		
Address:		
Cell Phone:	Home Phone:	Work Phone:
Email:		

**AUTHORIZED persons (other than parent/guardian) to contact in case of emergency or to take child from facility:  
(Child will not be allowed to leave without this written authorization from parent/guardian)**

Name:	Phone:	<input type="checkbox"/> Emergency contact <input type="checkbox"/> Authorized to pick up
Name:	Phone:	<input type="checkbox"/> Emergency contact <input type="checkbox"/> Authorized to pick up
Name:	Phone:	<input type="checkbox"/> Emergency contact <input type="checkbox"/> Authorized to pick up
Name:	Phone:	<input type="checkbox"/> Emergency contact <input type="checkbox"/> Authorized to pick up

**MEDICAL INFORMATION:**

<input type="checkbox"/> Allergies: _____
<input type="checkbox"/> Medications: _____
<input type="checkbox"/> Other medical or behavioral diagnoses we should be aware of: _____ _____

Dear Tiny Tots Parents,

It is our goal to always provide your child with the safest and healthiest environment we can, especially during this time. Our programs are following current guidelines provided by multiple government agencies (CDC, State of CA, LA County Health Department, etc.). This includes smaller group sizes per classroom and smaller staff-to-child ratios. Staff will also work to teach and enforce social distancing in each program area. Please note, as regulations and recommendations change, so may some of the City of La Puente's policies. Parents will continually be updated of changes.

### **IMPORTANT PROGRAM POLICIES AND UPDATES**

#### **SICK POLICY**

- **If your child develops any of the following symptoms, they may not return to Tiny Tots until they are symptom free for a full 24 hours** or until your child's physician indicates he/she can return to Tiny Tots.
- If your child is found to have any of the below symptoms in program, we will isolate them from the other children and call you to pick him/her up immediately.
  - Severe coughing
  - Yellow eyes or skin
  - Mouth sores with or without drooling
  - Unusual spots or rashes
  - Infected skin patches
  - Headache or stiffness of neck
  - Nasal discharge that is not clear
  - Diarrhea
  - Difficult or rapid breathing
  - Tears, redness of eyelids with discharge
  - A fever of 100.4 F or above
  - Sore throat or trouble swallowing
  - Severe itching of body or scalp
  - Vomiting
  - Any other contagious or communicable disease
  - Loss of taste or smell
- If your child has any communicable disease (including COVID-19), please inform us immediately so we can take necessary precautions. **Children may return when they have been symptom free for a full 24 hours.** In certain cases when an illness is contagious and communicable, a physician's written release stating the child is no longer contagious will be required. We will inform you when a written release is required.
- All participants who have been diagnosed with or are likely to have COVID-19 shall immediately quarantine themselves and may return after they have completed 14 days of quarantine (from first day of symptoms) and have fully recovered and are free of all symptoms for at least 3 days (72 hours).
- All participants who have been in close contact with a person diagnosed with or likely to have COVID-19 shall quarantine themselves and may not return to the program for 10 days from the last date they were in close contact with a person that has been diagnosed with or likely to have COVID-19. This includes any participant that has had a positive case in their household.
- Participants may not attend program while they or anyone in their home is awaiting results of a COVID-19 test.
- Before participants may return to program, they must be cleared for return from Tiny Tot staff. Please discuss all cases immediately with them.

#### **HEALTH SCREENINGS**

- **Prior to arriving to program, we ask that parents perform a health screening by taking their child's temperature and ensuring they do not have a fever of 100.4°F or higher or any COVID-19 symptoms.**
- Upon arrival, participants must receive a health screening, which includes taking their temperature with a non-contact thermometer. If a participant has a temperature of 100.4°F or higher, there will be an allowable grace period (up to ten minutes) where the child can wait with their parent/guardian in a vehicle or a reasonable distance away from the facility. This guideline recognizes that temperatures can rise quickly if the child was running to the facility excited, wearing a hat or drinking a hot drink. If after the second test, they still test 100.4°F or higher, the child must be taken home and can return after being symptom free for a full 24 hours.

## HEALTH AND CLEANING

- Staff will clean equipment, surfaces, toys and restrooms throughout the day, including before and after use.
- Staff and children will wash hands and/or use sanitizer before entering and exiting the classroom, playground area and each activity, in addition to regular washing before and after restroom use and meals. Hand sanitizing will also be required after touching their faces, blowing their noses, etc.
- Staff and children will maintain social distancing while in program - yes, we know this is difficult for younger children, but we will be educating the children, setting up the room for success and have extra staff to assist in maintaining social distancing as much as possible.
- No personal toys or belongings other than lunches, a needed sweatshirt/sweater and a water bottle will be allowed. Participants will have individual cubbies for their items.
- Staff members will always be wearing face masks and sanitizing/hand washing consistently between child interactions, activities and duties.

## FACE-COVERINGS / MASKS

- All participants must wear a face-covering in program. We strongly encourage that your child also brings a backup mask. Staff will be educating and working with the participants on proper mask wearing throughout the day.
- It is required that all persons entering, exiting and doing business in the La Puente Community Center wear a face-covering. All staff are required to wear a face-covering.
- A cloth face-covering is a device or accessory that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. Cloth face-coverings can be made from a variety of materials, such as cotton, silk or linen, and can be factory-made, sewn by hand, or improvised from household items, such as scarfs, T-shirts, sweatshirts or towels.

## CHECK-IN / OUT PROCESS

- As our building reopens and updated government guidelines are released, we will be working on this process and updating you before the start of program. Some changes will include: No adults allowed in any program areas, one centralized check-in/out location (the main lobby), temperature-taking/health checks at the door, sneeze guards, face-coverings, etc.
- It is required that all adults dropping off or picking up participants wear a face-covering in the La Puente Community Center.
- Photo ID's of the parent/adult picking up the participant will still be required. Only authorized persons can pick up participants.

Thank you so much for your cooperation and understanding. We want this to be a fun and healthy environment for everyone!  
If you have any questions or concerns, do not hesitate to call us.

Sincerely,

Tiny Tot Staff

(626) 855-1564  
Tiny Tot Classroom

**I HAVE READ AND UNDERSTAND ALL OF THE INFORMATION PROVIDED ABOVE:**

Participant Name(s): \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# PARTICIPANT WAIVER

City of La Puente

501 N Glendora Avenue, CA 91744

(626) 855-1560

**Important!**  
Waiver must be read and signed.

**PLEASE READ CAREFULLY**

**LIABILITY RELEASE AND ASSUMPTION OF RISK  
INCLUDING CORONAVIRUS/COVID-19**

\_\_\_\_\_  
*Print Minor Participant's Name*

The City of La Puente has implemented preventative measures to protect participants in its recreational programs from the risk of infection with COVID-19 which is known to cause serious illness, disability, and/or death. Despite those measures, the City cannot guarantee that you or your child will not become infected with COVID-19. Further, attending a Tiny Tots program could increase your risk and your child's risk of contracting COVID-19 and suffering serious illness, disability, or death.

I certify that I am an adult and that I am the parent or legal guardian for the participant identified above. By signing this Liability Release and Assumption of Risk, I acknowledge the contagious and dangerous nature of COVID-19 described above, the risk that my child and I may be exposed to or infected by COVID-19 by attending a Tiny Tots program, and that such exposure or infection may result in personal injury, illness, permanent disability, and/or death. I understand that the risk of becoming exposed to or infected by COVID-19 at a Tiny Tots program may result from the actions, omissions, or negligence of myself and others, including the City, its officers, volunteers, contractors, agents, or employees, and/or other Tiny Tots program participants and/or their families.

With full knowledge thereof, I voluntarily agree to assume all the foregoing risks and accept sole responsibility for any harm, injury, and/or damage that may occur to me or my child relating to my child's attendance at any Tiny Tots program. On behalf of myself, my child, and our heirs and successors in interest, and to the fullest extent permitted by law, I hereby release, covenant not to sue, discharge, and hold harmless the City, its elected officials, officers, agents, volunteers, and employees ("City Parties") from any and all claims, liabilities, actions, damages, costs or expenses of any kind arising out of or relating to my child's attendance at any Tiny Tots program ("Claims"). I understand and agree that this Liability Release and Assumption of Risk includes any Claims based on the actions, omissions, or negligence, whether passive or active, of the City Parties and irrespective of whether a COVID-19 infection occurs before, during, or after my child's attendance at any Tiny Tots program.

**I AM SIGNING THIS DOCUMENT WITH THE INTENT TO RELEASE AND HOLD HARMLESS IN ADVANCE THE CITY OF LA PUENTE AND ALL OTHER CITY PARTIES WITH RESPECT TO ALL POSSIBLE LIABILITY FOR INJURY, ILLNESS, DISABILITY, AND/OR DEATH, EVEN IF CAUSED BY THE ACTIVE OR PASSIVE NEGLIGENCE OF ANY OF THE CITY PARTIES, TO THE MAXIMUM EXTENT PERMITTED BY LAW. I HAVE READ THIS DOCUMENT AND UNDERSTAND AND ACKNOWLEDGE THAT BY SIGNING THE SAME I AM GIVING UP IMPORTANT LEGAL RIGHTS.**

\_\_\_\_\_  
Print Parent/Guardian's **Name**

\_\_\_\_\_  
Parent/Guardian's **Signature**

\_\_\_\_\_  
**Date**

PHOTOGRAPHY RELEASE

Photos of participants in the City of La Puente's recreation programs may be taken throughout the year to promote classes and activities.

Such photos may be issued in City produced publications or submitted with press releases about the classes.

I HEREBY AGREE TO BE PHOTOGRAPHED, AND/OR AGREE TO HAVE MY CHILD PHOTOGRAPHED, AND RELEASE USE OF THE PHOTOGRAPH FOR PUBLICITY IN THE CITY OF LA PUENTE PUBLICATIONS, FLYERS, AND/OR OTHER TYPES OF PUBLIC INFORMATION TOOLS.

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NAME OF PROGRAM PARTICIPANT

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SIGNATURE OF PARTICIPANT OR PARENT/GUARDIAN IF PARTICIPANT IS A MINOR

---

DATE

I do not want my child in any class photos.

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Parent's signature

