

**CITY OF MORENO VALLEY**  
**PARKS AND COMMUNITY SERVICES DEPARTMENT**  
**Site (Please choose one): Towngate / March**  
**TIME FOR TOTS REGISTRATION FORM**

Participant \_\_\_\_\_ **DOB** \_\_\_\_\_

First Last

Name of Parent/Guardian 1 \_\_\_\_\_

First Last

Name of Parent/Guardian 2 \_\_\_\_\_

First Last

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Day Time Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email: \_\_\_\_\_

**EMERGENCY/ MEDICAL INFORMATION**

Parent/Guardian #1 Work Phone \_\_\_\_\_

Parent/Guardian#2 Work Phone \_\_\_\_\_

Health Insurance Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_

Child's Physician / Phone \_\_\_\_\_ Date of Last Tetanus Shot \_\_\_\_\_

Date of Last TB Shot/Test/Assessment \_\_\_\_\_

General Medical History/Medication \_\_\_\_\_

Allergies \_\_\_\_\_

Additional Comments: \_\_\_\_\_

I give my son/daughter \_\_\_\_\_ permission to participate in the TIME FOR TOTS program that is being sponsored by the Moreno Valley Parks and Community Services Department. I hereby certify that my son/daughter is in good health and I have health insurance with \_\_\_\_\_.

I give permission for the minor in my custody to participate in the above mentioned activity and hereby waive, release and discharge any and all claims or right to claim for damages for any personal injury or property damage which may have, or which may hereafter occur to me, as a result of said minor's participation in said activity. This release is intended to discharge in advance the promoters, sponsors, employees, officials, and any involved municipalities or other public entities from and against any and all liability, which may arise out of negligence or carelessness on the part of the person's entities, mentioned above. From time to time, the City of Moreno Valley may videotape or take photographs of various Parks and Recreation classes or programs. These videos and photographs are to be used to promote the programs to the community of Moreno Valley. The video will be edited and cablecast on MVTV-3 at the discretion of the City Communications Department, and the photographs will be used in various print mediums.

It is further understood and agreed that this waiver, release and assumptions of risk is to be binding on my heirs and assigns.

Date \_\_\_\_\_

Signature

**CITY OF MORENO VALLEY  
PARKS AND COMMUNITY SERVICES DEPARTMENT**

**AGREEMENT**

I have read and understand the above stated policies and agree to abide by each of the policies. My child can participant only as long as I comply with each of the requirements.

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

**CHILD RELEASE INFORMATION**

Please list any individual that has your permission to pick up your child(ren). Your child(ren) will not be released to anyone whom is not on this list. You may update this list as often as needed.

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Relationship \_\_\_\_\_

**List anyone who is specifically not authorized to pick up your child.**

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Relationship \_\_\_\_\_



**Dear Time 4 Tots Students and Families,**

Welcome to the City of Moreno Valley's Time 4 Tots Program! It is a pleasure having you join us this summer. We are excited about the opportunity to get to know you and your family. We are also looking forward to a fun and productive summer.

Due to the current COVID-19 Pandemic, we have made changes to the drop off & pick up policy, the daily schedule & activities and the classroom size. Enclosed you can find the changes we have made to the Time 4 Tots program to ensure safety for participants and teachers. Please note, parents will not be allowed in the classroom during drop off and pick-up to limit the number of people in the facility.

The children's school day will comprise of literacy, numeracy, science, dramatic play, art, group discussions, and social skill building, among many other fun-filled educational topics.

Enclosed in this welcome packet are the Time 4 Tots rules and regulations, program schedule and snack suggestions. Please read all of the enclosed information. If you have any questions or concerns throughout the summer, please feel free to contact us at: 951. 413. 3280 The best time to reach us is Monday– Thursday, 8 a.m. to 4 p.m.

Once again, on behalf of Moreno Valley Parks and Community Services and Time 4 Tots staff, welcome to Time 4 Tots!

**MORENO VALLEY PARKS AND COMMUNITY SERVICES**  
**TIME FOR TOTS**  
**PROGRAM RULES AND REGULATIONS**

**GENERAL INFORMATION**

Towngate Community Center  
13100 Arbor Park Lane

(951) 413-1101

March Field Park Community Center  
15325 6<sup>th</sup> Street

(951) 653-5453  
(951) 269-1027

**FEES**

Monday-Thursday

**Residents:** \$84.50/ **Non-Resident:** \$109.80

Sessions are two weeks long. All transfers/refunds must be requested prior to the start of the first session meeting. A **20%** processing fee will be applied to all refunds and program transfers. If a session is cancelled, you may transfer to another session or request a full refund. All registration will be required to be completed online at this time. We appreciate your understanding.

**IMMUNIZATION & PROGRAM REQUIREMENTS**

Immunization records must be presented for each child at the start of the first class. The following shots are required to attend the Time for Tots program. # 3 HEP B, 3 Polio, 4 DTP, 1 Hib, and 1 MMR. Proof of Varicella (chicken pox) vaccine or history of disease documented by a physician or health clinic is required. A negative Tuberculosis (TB) risk assessment or record of negative test (within one year) is required. Child must be between three to five years of age to attend program. A certified birth certificate is required at time of registration. Tots must be fully potty trained. Diapers or pull-ups are not permitted.

**REGISTRATION**

Class meetings take place Monday-Thursday for either our AM (9am-12pm) or PM (1pm-4pm) sessions for the following sites:

- March Field Community Center.
- Towngate Community Center.

There is a maximum of (10) spaces available for each session location.

Registration can be completed online at **[www.RegisterMoVal.org](http://www.RegisterMoVal.org)** Parents/Guardians are required to keep participant's information updated. Please see the attached **Registration FAQ** for more information. Sessions are based on availability and are not guaranteed until

paid for.

### **LATE FEES/LATE PICK UP**

Time for Tots hours are 9:00 a.m. to 12 noon or 1:00 p.m. to 4:00 p.m. Any child not picked up by 12 noon or 4:00p.m., will be charged a fee of \$5 per child for every 15 minutes late or portion thereof, i.e. \$5 per child for the first 15 minutes, \$10 per child after 15 minutes. *If child is not picked up within 30 minutes after closing and no notification has been received from the parent or guardian, the child will be placed in the custody of the Moreno Valley Police Department.* The parent will need to contact the Police Department to regain custody of the child. After the third occurrence of excessive lateness, the child may be removed from the program. All late pickup charges are due at the time of the occurrence. In the event the child is placed in the custody of the Police Department, payment of late charges must be made before the child is accepted back into the program. If late fees are not paid, the child will be no longer allowed to attend the program.

### **ABSENCES**

If a child is absent, the parents may notify the Time for Tots program by calling the designated center by 9:00 a.m. or 1:00 p.m. to report the absence. No make-up days will be allotted.

### **SIGN IN/OUT PROCEDURE**

Each child must be signed in and out each day by an authorized adult listed on the child's emergency form. Designated sign-in stations will be setup in the lobby of each class location. Sign in station will be complete with hand sanitizer so children can clean their hands prior to entering facility. Any person picking up a child must be prepared to show identification. Due to COVID-19, we are asking for 1 designated drop off/pick up person to limit the amount of time required to verify authorized pickups. Parent/Guardian will not be allowed to enter the classroom to reduce the risk of germs entering the facility.

### **WELLNESS CHECKS**

A visual inspection of the child will be conducted prior to the child entering the facility and half-way through the class session. The visual inspection will be conducted by a City Staff and they will look for signs of illness (flushed cheeks, rapid or difficulty breathing, and fatigue) and will conduct a temperature check using a touchless thermometer. Parents will be encouraged to check their child's temperature prior to arrival. Please refer to the attached guideline from the CDC regarding checking your child for additional signs and symptoms of illness.

### **FACE COVERINGS**

Face Coverings are recommended for children to wear to class and during class but are not required. All staff are required to wear face coverings.

### **CLEANING & DISINFECTION**

Following guidelines set forth by the CDC, all high touch areas will be cleaned and disinfected frequently. Common areas, restrooms, toys, tables & chairs will be cleaned

after each use by a participant. Participants will have designated tables, chairs, cubbies and craft supplies that will be disinfected after use.

### **STAFF**

All staff members are City employees. A staff ratio of no greater than 10 to 1 is maintained at all times in order to ensure safety and individual attention. Staff are trained to provide an organized, well-supervised, and caring environment. Staff are CPR and First Aid Certified.

### **DISCIPLINE**

Discipline procedures used by staff are designed to be fair, consistent, and effective. Our approach is to use positive reinforcement (praise), warnings, and assertive discipline including time-out/thinking time away from the group for behavior that endangers others or continually disrupts a group. Staff will ask for a conference if disruptive or unacceptable behavior persists. Our goal is to work together to bring out positive behavior in your child. There is an absolute zero tolerance for biting or hitting. Parents will be required to pick up their child from the program if biting or hitting has occurred.

### **ILLNESS AND EMERGENCY**

When a child becomes ill, the parent will be immediately notified and expected to pick up the child promptly. In the case of an emergency, such as a life-threatening situation, the paramedics will be called and the child transported to the nearest hospital. Parents will be notified of the situation and the exact location of the hospital.

### **MEDICINE**

Medication will not be administered by City staff.

*\*All allergies must be noted on all registration forms.*

### **SNACKS**

Snacks are provided by parent/guardian participation. Parents are encouraged to donate prepackaged snacks for the entire class. Please be conscientious of nut and gluten allergies.

Preferred snack list:

- Dried fruits
- 100% fruit snacks or juice
- Pretzels; granola bars; etc.
- “No sugar added” apple sauce

### **PERSONAL BELONGINGS**

Parks and Community Services Department is not responsible for the loss, theft, or damage of any personal items. Due to health concerns, we ask that you do not send your child to class with any toys from home.

### **WATER DAY**

Every Tuesday your child has the option to participate in water play. If you want your child to participate in our water activities, they MUST bring the following items and come dressed in their water clothes ready to go:

-towel -sun block -extra clothes -water shoes

# *Program Schedule*

*Schedule is subject to change*

## Morning Session

**9:00-9:30 Table Time**

**9:30-10:00 Outdoor Free Play**

**10:00-10:15 Hygiene Time**

**10:15-10:45 Circle Time**

**10:45-11:00 Wellness Check**

**11:00-11:15 Music & Movement**

**11:15-11:45 Arts & crafts**

**11:45-12:00 Snack**

## Afternoon Session

**1:00-1:30 Table Time**

**1:30-2:00 Outdoor Free Play**

**2:00-2:15 Hygiene Time**

**2:15-2:45 Circle Time**

**2:45-3:00 Wellness Check**

**3:00-3:15 Music & Movement**

**3:15-3:45 Arts & crafts**

**3:45-4:00 Snack**

6 SIGNS YOUR CHILD IS  
COMPLETELY POTTY  
TRAINED AND READY  
FOR TIME FOR TOTS!



This flyer is to inform all parents or guardians that your child **MUST** be completely potty trained in order to attend our Time For Tots program.

We have a zero tolerance rule against any use of diapers, pull-ups, or any other form of diapers while attending our program. If you feel that your child is ready, please make sure to refer to the tips on the left before they begin our program. If you have any questions please feel free to call

the following number:

951.413.3280

Thank you!



2. ASSISTANCE?

Be able to pull down their own underwear and pants and get them back up without assistance.

1. VERBAL?

Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.

4. WIPING?

Be able to wipe themselves after using the toilet.

3. WAITING?

Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the classroom.

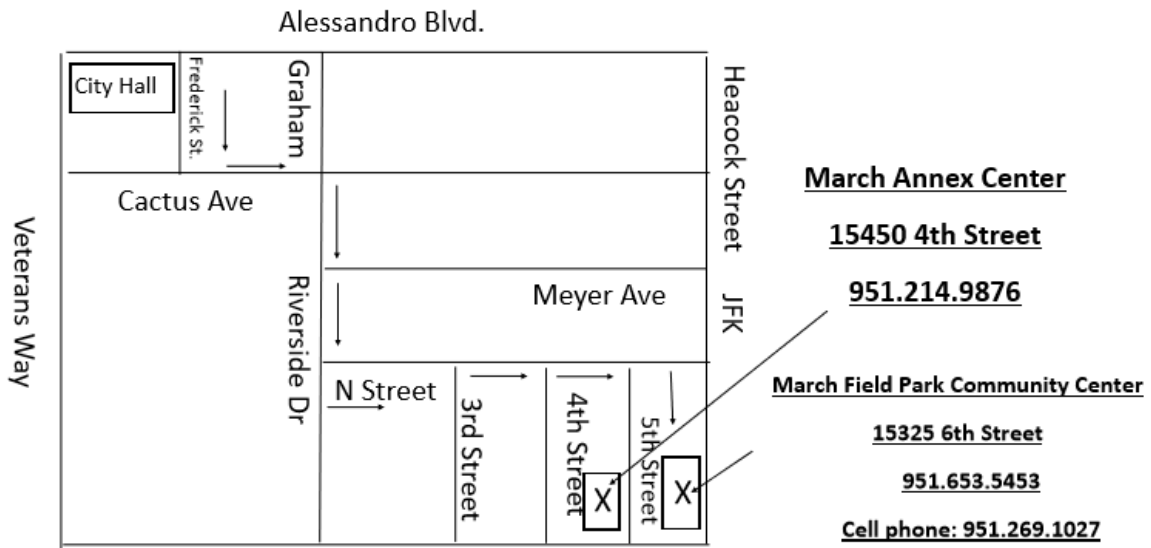
5. HYGIENE?

Be able to get on & off the potty by themselves and be able to wash and dry hands.

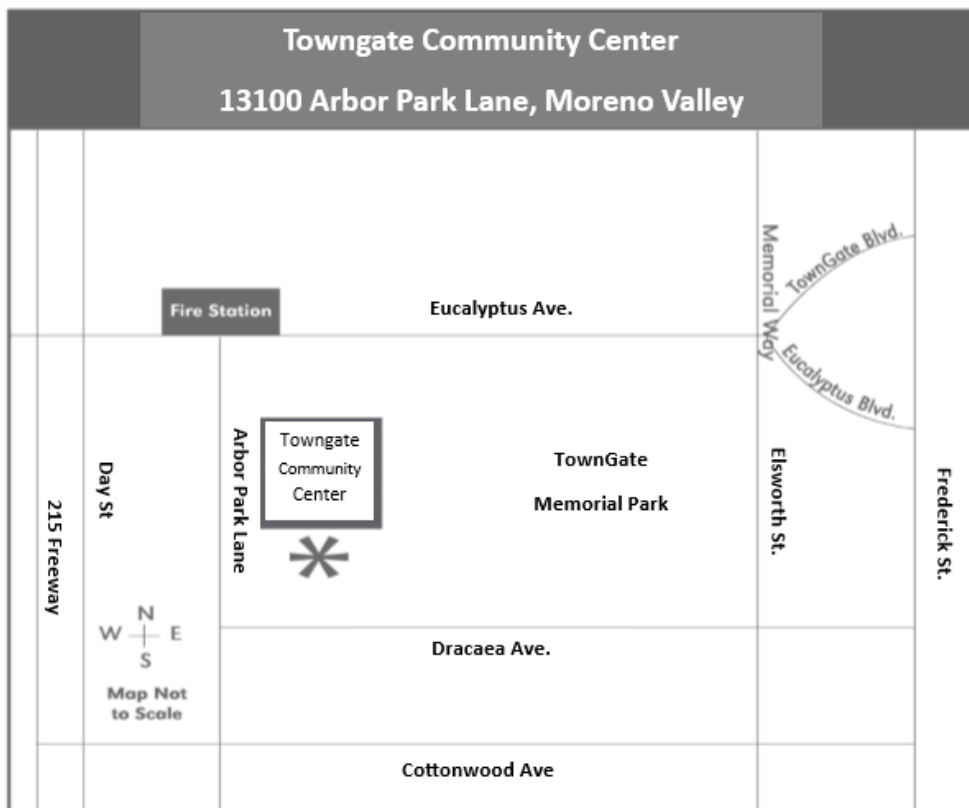
6. INDEPENDENT?

Be able to go directly back to the room without directions.





# TG Site Map



## **Time 4 Tots**

### **Snack Ideas/ Suggestions:**

"No Sugar Added" Apple Sauce

Raisins

Dried fruits

100% Real Fruit Strips

Whole Grain Crackers

Reduced Fat Triscuit Crackers

Low-Sodium Pretzels

Granola Bars

Gold Fish

String Cheese

Whole Wheat Popcorn

Fruit Cups (in juice)

Yogurt

100% Juices

Please be conscientious of nut & gluten allergies



**February 29, 2020**

## **Talking to Children About COVID-19 (Coronavirus) A Parent Resource**

A new type of coronavirus, abbreviated COVID-19, is causing an outbreak of respiratory (lung) disease. It was first detected in China and has now been detected internationally. While the immediate health risk in the United States is low, it is important to plan for any possible outbreaks if the risk level increases in the future.

Concern over this new virus can make children and families anxious. While we don't know where and to what extent the disease may spread here in the United States, we do know that it is contagious, that the severity of illness can vary from individual to individual, and that there are steps we can take to prevent the spread of infection. Acknowledging some level of concern, without panicking, is appropriate and can result in taking actions that reduce the risk of illness. Helping children cope with anxiety requires providing accurate prevention information and facts without causing undue alarm.

It is very important to remember that children look to adults for guidance on how to react to stressful events. If parents seem overly worried, children's anxiety may rise. Parents should reassure children that health and school officials are working hard to ensure that people throughout the country stay healthy. However, children also need factual, age appropriate information about the potential seriousness of disease risk and concrete instruction about how to avoid infections and spread of disease. Teaching children positive preventive measures, talking with them about their fears, and giving them a sense of some control over their risk of infection can help reduce anxiety.

### **Specific Guidelines**

#### **Remain calm and reassuring.**

- Children will react to and follow your verbal and nonverbal reactions.
- What you say and do about COVID-19, current prevention efforts, and related events can either increase or decrease your children's anxiety.
- If true, emphasize to your children that they and your family are fine.
- Remind them that you and the adults at their school are there to keep them safe and healthy.
- Let your children talk about their feelings and help reframe their concerns into the appropriate perspective.

#### **Make yourself available.**

- Children may need extra attention from you and may want to talk about their concerns, fears, and questions.
- It is important that they know they have someone who will listen to them; make time for them.
- Tell them you love them and give them plenty of affection.

**Avoid excessive blaming.**

- When tensions are high, sometimes we try to blame someone.
- It is important to avoid stereotyping any one group of people as responsible for the virus.
- Bullying or negative comments made toward others should be stopped and reported to the school.
- Be aware of any comments that other adults are having around your family. You may have to explain what comments mean if they are different than the values that you have at home.

**Monitor television viewing and social media.**

- Limit television viewing or access to information on the Internet and through social media. Try to avoid watching or listening to information that might be upsetting when your children are present.
- Speak to your child about how many stories about COVID-19 on the Internet may be based on rumors and inaccurate information.
- Talk to your child about factual information of this disease—this can help reduce anxiety.
- Constantly watching updates on the status of COVID-19 can increase anxiety—avoid this.
- Be aware that developmentally inappropriate information (i.e., information designed for adults) can cause anxiety or confusion, particularly in young children.
- Engage your child in games or other interesting activities instead.

**Maintain a normal routine to the extent possible.**

- Keep to a regular schedule, as this can be reassuring and promotes physical health.
- Encourage your children to keep up with their schoolwork and extracurricular activities, but don't push them if they seem overwhelmed.

**Be honest and accurate.**

- In the absence of factual information, children often imagine situations far worse than reality.
- Don't ignore their concerns, but rather explain that at the present moment very few people in this country are sick with COVID-19.
- Children can be told this disease is thought to be spread between people who are in close contact with one another—when an infected person coughs or sneezes.
- It is also thought it can be spread when you touch an infected surface or object, which is why it is so important to protect yourself.
- For additional factual information contact your school nurse, ask your doctor, or check the <https://www.cdc.gov/coronavirus/2019-ncov/index.html> website.

**Know the symptoms of COVID-19.**

- The CDC believes these symptoms appear in a few days after being exposed to someone with the disease or as long as 14 days after exposure:
  - Fever
  - Cough
  - Shortness for breath
- For some people the symptoms are like having a cold; for others they are quite severe or even life threatening. In either case it is important to check with your child's healthcare provider (or yours) and follow instructions about staying home or away from public spaces to prevent the spread of the virus.

**Review and model basic hygiene and healthy lifestyle practices for protection.**

- Encourage your child to practice every day good hygiene—simple steps to prevent spread of illness:
  - Wash hands multiple times a day for at least 20 seconds (singing Twinkle, Twinkle Little Star slowly takes about 20 seconds).
  - Cover their mouths with a tissue when they sneeze or cough and throw away the tissue immediately, or sneeze or cough into the bend of their elbow. Do not share food or drinks.

- Practice giving fist or elbow bumps instead of handshakes. Fewer germs are spread this way.
- Giving children guidance on what they can do to prevent infection gives them a greater sense of control over disease spread and will help to reduce their anxiety.
- Encourage your child to eat a balanced diet, get enough sleep, and exercise regularly; this will help them develop a strong immune system to fight off illness.

**Discuss new rules or practices at school.**

- Many schools already enforce illness prevention habits, including frequent hand washing or use of alcohol-based hand cleansers.
- Your school nurse or principal will send information home about any new rules or practices.
- Be sure to discuss this with your child.
- Contact your school nurse with any specific questions.

**Communicate with your school.**

- Let your school know if your child is sick and keep them home. Your school may ask if your child has a fever or not. This information will help the school to know why your child was kept home. If your child is diagnosed with COVID-19, let the school know so they can communicate with and get guidance from local health authorities.
- Talk to your school nurse, school psychologist, school counselor, or school social worker if your child is having difficulties as a result of anxiety or stress related to COVID-19. They can give guidance and support to your child at school.
- *Make sure to follow all instructions from your school.*

### Take Time to Talk

You know your children best. Let their questions be your guide as to how much information to provide. However, don't avoid giving them the information that health experts identify as critical to ensuring your children's health. Be patient; children and youth do not always talk about their concerns readily. Watch for clues that they may want to talk, such as hovering around while you do the dishes or yard work. It is very typical for younger children to ask a few questions, return to playing, then come back to ask more questions.

When sharing information, it is important make sure to provide facts without promoting a high level of stress, remind children that adults are working to address this concern, and give children actions they can take to protect themselves.

Information is rapidly changing about this new virus—to have the most correct information stay informed by accessing <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

**Keep Explanations Age Appropriate**

- Early elementary school children need brief, simple information that should balance COVID-19 facts with appropriate reassurances that their schools and homes are safe and that adults are there to help keep them healthy and to take care of them if they do get sick. Give simple examples of the steps people take every day to stop germs and stay healthy, such as washing hands. Use language such as “adults are working hard to keep you safe.”
- Upper elementary and early middle school children will be more vocal in asking questions about whether they truly are safe and what will happen if COVID-19 comes to their school or community. They may need assistance separating reality from rumor and fantasy. Discuss efforts of school and

community leaders to prevent germs from spreading.

- Upper middle school and high school students are able to discuss the issue in a more in-depth (adult-like) fashion and can be referred directly to appropriate sources of COVID-19 facts. Provide honest, accurate, and factual information about the current status of COVID-19. Having such knowledge can help them feel a sense of control.

#### **Suggested Points to Emphasize When Talking to Children**

- Adults at home and school are taking care of your health and safety. If you have concerns, please talk to an adult you trust.
- Not everyone will get the coronavirus (COVID-19) disease. School and health officials are being especially careful to make sure as few people as possible get sick.
- It is important that all students treat each other with respect and not jump to conclusions about who may or may not have COVID-19.
- There are things you can do to stay health and avoid spreading the disease:
  - Avoid close contact with people who are sick.
  - Stay home when you are sick.
  - Cover your cough or sneeze into your elbow or a tissue, then throw the tissue in the trash.
  - Avoid touching your eyes, nose, and mouth.
  - Wash hands often with soap and water (20 seconds).
  - If you don't have soap, use hand sanitizer (60–95% alcohol based).
  - Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

## **Additional Resources**

Talking With Children: Tips for Caregivers, Parents, and Teachers During Infectious Disease Outbreaks, <https://store.samhsa.gov/product/Talking-With-Children-Tips-for-Caregivers-Parents-and-Teachers-During-Infectious-Disease-Outbreaks/SMA14-4886>

Coping With Stress During Infectious Disease Outbreaks, <https://store.samhsa.gov/product/Coping-with-Stress-During-Infectious-Disease-Outbreaks/sma14-4885>

Centers for Disease Control and Prevention, Coronavirus Disease 2019 (COVID-19), <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

Handwashing and Hand Sanitizer Use at Home, at Play, and Out and About, <https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

*For more information related to schools and physical and mental health, visit [www.nasponline.org](http://www.nasponline.org) and [www.nasn.org](http://www.nasn.org).*

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