

Lake Washington
Toddler Group

affiliated with Lake Washington Technical College

2026-2027
CAREGIVER
HANDBOOK

**LAKE WASHINGTON
TODDLER GROUP**

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WELCOME TO LAKE WASHINGTON TODDLER GROUP

We are a Parenting Education Program affiliated with the Lake Washington Technology College, (LWTech). As a member of a college program, we can hire our Teachers, keep our fees affordable, and offer you college credit.

It is our mission to provide an environment where children and Caregivers learn together. To meet this goal, our Board of Directors strives to provide activities for Caregivers and families to learn and play outside of class. The Class Coordinator (CC) acts as a liaison bringing concerns or comments from their class to the Board of Directors, as well as sharing information from the Board of Directors with their class. The CC attends an Orientation Meeting and one predetermined Board Meeting per quarter. CCs will communicate regularly with their classes regarding: LWTG events, schedule changes, and class fundraising projects.

Lake Washington Toddler Group (LWTG) admits students of any race, color, sexual orientation, national and ethnic origin to all the rights, privileges, programs and activities of the school. It does not discriminate on the basis of race, color, national and ethnic origin or sexual orientation in administration of its educational policies, admissions policies, scholarship or other school-administered programs.

LWTG PROGRAM GOALS

At Lake Washington Toddler Group, we strive to:

- offer a safe and inclusive environment where Caregivers and their young children learn and play together
- provide an open, fun play space where children are free to experience and explore
- offer creative, age-appropriate activities: fine motor, art, science, movement, music and more share knowledge and understanding of children and families
- facilitate informative, educational sessions for discussion of common parenting topics
- host whole-family, community-based activities: pumpkin patch, pajama night, carnival and others provide a variety of class settings: indoor, outdoor and virtual

DIVERSITY, EQUITY & INCLUSION

Lake Washington Toddler Group values diversity and strives to create a welcoming community in which all individuals are included and respected equitably. LWTG supports respectful and meaningful relationships across actual or perceived differences including ability, age, appearance, ethnicity, family or marital status, gender, gender expression, immigration status, language, nationality, political ideology, race, religion, sex, sexuality, socio-economic status or other personal identities and experiences.

We live in an increasingly interconnected world and the ability to include, communicate, cooperate and collaborate with diverse individuals is important. To that end, LWTG encourages dialogue around issues of difference, identity and ideology in the classroom and out of the classroom. LWTG embraces diversity, and as a result our viewpoints are enriched, and our community is strengthened.

LWTG will continue to evolve into a more inclusive and equitable school that is committed to civic and social responsibility through the collaboration of our enrolled families, the LWTG Board of Directors and the LWTG Staff.

GENERAL INFORMATION

OUR BOARD OF DIRECTORS

LWTG has a volunteer Board of Directors who fills the roles of President, Vice President, Secretary, Treasurer, Librarian, Fundraiser, Publicity, Advocacy and Technology. The Board meets monthly to manage our daily operations, establish policies and procedures, and determine tuition and program fees. The Board also organizes fundraisers and authorizes purchases. Board members are occasionally asked to represent LWTG at community events. Board positions are held for a year beginning in June.

OUR TEACHERS

LWTG Teachers are employed and supervised by LWTech. They are responsible for managing the daily curriculum in their classes. The Teachers act in an advisory capacity to the Board of Directors and do not vote at the meetings. The Teachers for this school year are:

KyMBERly Meade	Tuesday, Wednesday Evening, Thursday Indoor
AmY Mikkelson	Monday and Wednesday Morning and Afternoon Indoor
Kimberly Stengel	Friday Indoor and Thursday Outdoor

ROLE OF THE CAREGIVER

Caregivers are the enrolled students in class. All Caregivers contribute as Caregivers of a cooperative group, as students of LWTech, and as Caregiver-Teachers. As Caregivers of a cooperative group, Caregivers have an important voice in the administration of the group and are encouraged to serve on the Board or communicate wishes and needs to those Caregivers serving on the Board. As a student of Parenting Education, Caregivers learn through supportive contact with other Caregivers, working with children in the classroom, participating in class discussions and attending evening sessions. Serving on the Board may also develop leadership and management skills. As a Caregiver-Teacher, Caregivers have an opportunity to observe and then try practical techniques for working with young children. Responsibilities include:

- Participating in class discussions and attending evening sessions
 - Using Caregiver-to-child communication and management skills when working with children
 - Accompanying your child to class
 - Taking care of any personal needs your child may have during the class session
 - Observing the children as they participate in class, learning to become sensitive to when behavior may be ignored and when there is a need for redirection or removal
- NOTE: No forms of corporal punishment may be used at LWTG by Caregivers attending the cooperative program with their own children or other children.
- Alert Teacher to any broken materials or safety hazards
 - Intervening if an accident seems imminent or a child's rights are about to be infringed upon; if a child's Caregiver is nearby, please make the Caregiver aware of the situation.
 - Participating in weekly in-class cleaning and room reset responsibilities
 - Participating in scheduled all-school room cleaning
 - Participating in school fundraising projects
 - While participating in Outdoor classes, your child's security is your responsibility

ATTENDANCE POLICY

Parenting Education classes offered by LWTech are funded based on attendance. Attendance is required at weekly class sessions and scheduled evening sessions. LWTG classes are held weekdays, with Parenting Education speakers and educational sessions being offered a minimum of two evenings per quarter. You are required to attend two speakers or educational sessions a quarter and one other family event, for a total of nine events per year, minimum.

Invited guests are welcome if 48-hour notice is given and the visitor can attest to our health policy. As required by anyone attending class, visitors must be free of illness for at least the previous 24 hours.

Attending with Multiples

Siblings attending under 12 months of age as of August 31st of that school year will be enrolled for no additional fee in certain LWTG classes. Siblings over 12 months of age may be enrolled in select classes and there will be an increase in tuition. For safety/insurance reasons, Caregivers are encouraged to wear newborns in a front carrier. Caregivers with newborns are still expected to participate fully in class activities with their toddler including circle time, clean up, etc. It is at the discretion of the Teacher to ask a Caregiver to no longer bring a newborn if that Caregiver is not meeting these requirements.

CLASS CONTENT

LWTG serves children ages birth to five years as of August 31st and their Caregivers. Activities are specifically designed to enhance the development and enjoyment of Caregivers and young children by focusing on:

- Caregiver discussion
- Children's play with Caregiver observation and participation
- Art and other activities in which Caregivers assist their child
- Group time in which all Caregivers and children participate in music, movement, and stories

PARENTING EDUCATION DISCUSSIONS

The Parenting Education Curriculum includes a broad range of topics such as limit setting, development, potty training and nutrition. Caregivers are encouraged to suggest subjects they would like to discuss. A portion of the discussion curriculum is devoted to "suggestion circles" in which individual concerns may be raised. Ground rules for discussion are:

- Everyone present is encouraged to participate but has the right to pass.
- All opinions are respected.
- All discussion is confidential.
- Only positive comments about children are allowed while they are in hearing range.

TODDLER OBSERVATION TIPS

Caregivers may assist their child's successful play by observing the following:

- Be alert to all children at all times, and do not hesitate to intervene in a positive way with any child who needs assistance.
- Keep adult conversation to a reasonable minimum. When talking to other adults, keep voices quiet.
- When speaking to children, use a calm, friendly voice and get down to the child's level. Remember, toddlers bond primarily with their Caregiver(s) and may not respond in a social way to other adults in the classroom.
- Cross the room to a child when you want their attention.
- Protect property rights. A child playing with a toy has a right to that toy until they leave that toy. Try to see that each child has a turn but be ready with alternatives.
- Show children how to use equipment in the proper way and prevent misuse or reckless behavior. The climbing apparatus, rice, water and sensory tables should be closely monitored.
- Be alert for signs of illness, fatigue, or over stimulation.

HOME BUSINESS AT LWTG

We ask that Caregivers do not conduct any type of home business during LWTG class times. This distracts from the main purpose we have as a Parenting Education program – having uninterrupted time with your toddler and attending Parenting Education time. You may hang brochures or business cards on the bulletin board near the cubbies, and if given permission by the Caregivers, conduct business after class. Also, please do not use any Caregiver's email for home business unless that Caregiver has given you permission.

CELL PHONE USAGE

We ask that all Caregivers turn off their cell phones during class, but, if necessary, leave it on vibrate. We understand there may be situations where Caregivers need to use their phone, and in that case, please answer it in the library or outside and return to class as soon as possible.

PHOTO POLICY

While we recognize that documenting your child's experiences at Toddler Group is important, we encourage Caregivers to be mindful of taking pictures and seek balance with interacting with your child. Also, avoid taking photos of other children and do not take photos containing other children's faces.

SOCIAL MEDIA POSTS

While we welcome your posts, check-ins, and tags about your positive experience at LWTG, it is important that you show NO FACES of other children in those posts, check-ins, and tags without their Caregiver's explicit permission.

SNACKS & LUNCHES

- All children will bring their own snack from home.
- All snacks must be nut free.

TODDLER ART

Art activities allow toddlers to explore a variety of materials; freely express feelings; discover texture, color, size, and shape; create something totally unique; release tension; feel confident and independent; and develop large and small muscles. When young children create art, they do so with all their senses. They become absorbed in the process of the activity and are not interested in the final product.

When talking to children about art, Caregivers should follow the child's lead. Since young children are not concerned with the product of their work, they should not be expected to explain what their picture is but just be encouraged to talk about any aspect of their work. When Caregivers ask children what they like best about a creation, they are helping a child build self-esteem.

Comments could include:

- "Tell me about your painting."
- "Do you have a favorite part?"
- "Thank you for putting your paint brush back in the paint container."
- "How many stickers did you put on your picture?"

Art activities in the toddler classroom:

- Are simple projects that are process, not product, oriented
- Require Caregiver's supervision and verbal response but as little intervention as possible (although sometimes Caregivers may model doing the project for their own fun)
- Can be messy so dress accordingly
- May not appeal to all toddlers at their stage of development or interest and should be encouraged, but not forced, if the toddler is unwilling

GROUP TIME – MUSIC, MOVEMENT & STORIES

In the toddler classroom, group time is a fun opportunity for all Caregivers and children to learn songs, finger plays, and stories together. The way children respond to group time may vary with each individual child and from session to session. Group time requires careful attention from young children and is usually kept short. Caregivers may stimulate interest by modeling participation. The slide area is closed during this time. Children should be encouraged to participate but are not required to. Those who do not wish to participate may observe from afar. Often, they will be listening more than they appear to be and will sing songs later at home! During group time your child will:

- Develop a sense of community through a group experience
- Develop small motor skills through finger plays
- Develop large motor skills through jumping and moving to music
- Develop auditory memory, which aids language by singing simple songs
- Increase attention and develop the skill of following directions
- Stimulate imagination and creative expression through movement
- Develop joy in the written word through stories
- Share songs, finger plays, and stories with their Caregiver

LOGO WEAR

LWTG has partnered with a local company to provide our families with adult- and kid-size t-shirts, sweatshirts and hats with the LWTG logo. Families can order from [Social Club](#) and have it shipped directly to their home. Forty percent of all sales are donated back to us, helping to fund operations, activities and events. In addition, logo wear offers families the opportunity to show pride in LWTG and spread awareness of our program in the community.



LWTG ONLINE

Social Media

The Board sets rates and fees each year using non-profit goals. One of the things that the Board does not budget for is advertising. Instead, the primary method we use to maintain our enrollment is word-of-mouth. Please help out by continually promoting our program to your online community:

- Follow LWTG social media accounts on Facebook and Instagram
- Like, respond and share LWTG posts to boost the school's algorithm across all platforms and into groups wherever possible
- Post positive reviews on Yelp, Google & Facebook

Our Website

Throughout the school year, we hope you will visit our website – LWTG.org – for current information on a variety of topics. And be sure to encourage acquaintances who ask about our program to visit the site, too.

OUR LIBRARY

Checking Out Adult Parenting Books

1. Find the index card located inside the front cover of each adult book. Fill out the index card with the date of check out, your name, and your email address. Please try to write as clearly as possible.
2. Place the completed index card into the Check Out box behind your class day/time. This box is located on the bookshelf.
3. A maximum of two adult books may be checked out at a time.

Checking Out Children's Books

1. Children's books do not require checking out with an index card.
2. You may borrow one of the plastic handled Library Bags to carry your books to and from LWTG.
3. Please keep track of the books that you borrow. We recommend that you take a picture, since it's easy to lose track of titles.
4. A maximum of five children's books may be checked out at a time.

Book Returns

1. All books are due four weeks from the date of check out.
2. Books should be returned to the large bin in the LWTG library labeled "Book Return."
3. Please do not reshelve books.

ROOM CLEANING RESPONSIBILITY

It is the responsibility of all Caregivers to see that equipment is properly put away, tables and counters are clean, and the floor is vacuumed after their class is over. In addition to weekly classroom cleaning responsibilities, Caregivers enrolled in an indoor class must participate in at least one room cleaning session per year. These will be regularly scheduled throughout the school year.

CLASS CANCELLATIONS & MAKE UPS

- LWTG will offer one to two make-up classes per quarter for families who have missed two or more classes. A Special Sign-Up Genius will be sent out to register for the make-up class.
- If a class is cancelled due to a Teacher's personal reasons (illness, travel, etc.), a class-specific make-up will be offered based upon classroom and Teacher availability.
- If one class per quarter is cancelled due to weather (snow, lightning, smoke, etc.) or power outage that class will not be rescheduled. If more than one class per quarter is canceled due to weather, the make-up class schedule is available for those families.

SNOW POLICY

- LWTG follows the Lake Washington School District (LWSD) weather-related school closures policy. If LWSD closes school for the day all classes will be canceled. If LWSD announces delayed starts, all 9:30 AM LWTG classes will be canceled. School closure determination for the 11:30 AM class will be made by 10:00 AM.
- If LWSD cancels after school events, LWTG afternoon and evening classes will be canceled. If inclement weather is anticipated in the early evening, class may be canceled at the discretion of the classroom Teacher.
- All information about weather related school closures at LWTG will be communicated to class Caregivers electronically.

WHO TO CONTACT

Questions or Concerns About	Contact
Class fees	Treasurer
Curriculum and Parenting Education	Teacher
Business	President
Family	Teacher
Book Returns and Book Donations	Librarian
Withdrawal from Program	Teacher and Registrar
Class attendance	Teacher
Teacher	Class Coordinator then President

ENROLLMENT, TUITION & FEES

Each year in late January, LWTG begins enrollment for the following school year. Those who are currently enrolled at LWTG are given first choice of classes during the Priority Enrollment Window. Reserve your spot on January 29, 2027. Log in to the Jovial Family Portal where you will find next year's enrollment form.

Priority Enrollment Window	Begins	Ends
Current Students	1/29/2027	2/5/2027
Alumni	2/22/2027	2/26/2027
New Students	2/27/2027*	

* Open House from 10:00-12:00 pm /General Public Enrollment

JOVIAL FAMILY PORTAL

The **Jovial Family Portal** is a self-service, online tool that allows LWTG members to:

- **View and Pay Tuition:** Jovial is set up to accept your ACH payments. From the home page, click on the Billing Pane in the upper-right corner. Use the buttons in that pane to make a payment or view billing details such as the amount due and due date.
- **View Form Requirements:** On the Home page, users can see the requirements and a list of any outstanding forms. Use this page to complete your child's immunization form and to see what forms are needed for registration. Requirements in green have been completed, in yellow are outstanding, and any in red are overdue.

Accessing the Portal

When you enroll, you will receive an email from Jovial that will include a personalized link to access your family's portal. (If you don't receive that email, check your spam folder.) For additional questions about Jovial, reach out to the [Registrar](#).

ENROLLMENT FEE

Upon registering for a class, an Enrollment Fee is collected to reserve a spot in our program. This fee is due within seven days of enrollment and is *non-refundable*. If a Caregiver wishes to transfer to another LWTech school, the Enrollment Fee may be transferred to that school. The amount transferred may be prorated at the discretion of the Fee Refund & Waiver Committee.

TUITION

Tuition funds LWTG's operations. These funds are used to purchase classroom supplies, books, and toys. They are also used to sponsor speakers and events, and for other operating expenses including rent, utilities and Teacher payroll. Tuition may be paid yearly or quarterly through our preferred payment method, the Jovial Family Portal, or by depositing tuition checks in the payment box located at the front of the classroom on or before the due date. Tuition that is received late is subject to a late fee of \$10. If you know that you will be out of town or miss class, it is your responsibility to submit payment online or mail your tuition to the Treasurer at:

Lake Washington Toddler Group
12521 131st Court NE
Kirkland, WA 98034
Attn: Treasurer

Tuition Due Dates

Quarter	Dates	Tuition Due By
Fall	9/14/2026 to 11/20/2026	9/18/2026
Winter	11/30/2026 to 3/12/2027	11/13/2026
Spring	3/15/2027 to 5/28/2027	2/26/2027

Tuition Pro-Rate Policy

If you join the program during the first two weeks of the quarter, you will pay the full tuition amount for that quarter. If you join during weeks three, four or five of a quarter, you pay the pro-rated amount below:

JOINS CLASS	During weeks 1 and 2	During Week 3	During Week 4	During Week 5	During Weeks 6-10
TUITION	Pays Full Amount	Pays 80%	Pays 70%	Pays 60%	Not enrolled

You are deemed to have started class on the week of the quarter that your space in class is confirmed. If you do not attend until a subsequent week, the proportion will still be calculated based on the week of placement, not the week of first attendance.

FEE REFUND & WAIVER COMMITTEE

The Fee Refund & Waiver Committee reviews all financial assistance and refund applications. This committee includes the President, Treasurer, Registrar and, in some instances, your Teacher. Applications are reviewed within 30 days.

FINANCIAL ASSISTANCE

Fee Waiver

If tuition payments will be a hardship for your family, please complete a **Tuition Fee Waiver Application** by the end of the first week of class. Fee waivers are available at a flat rate of \$40/quarter. Applications are evaluated on a first-come, first-served basis. Waivers are awarded in the Fall and will be applied to all three quarters. If your situation changes during the year, you can request to be taken off the fee waiver list.

Julie Hagel Scholarship

This scholarship honors the memory of Julie Hagel – mother, parent, friend, and classmate. Julie participated in LWTG with her daughters, Laura and Megan. Throughout her time at LWTG, Julie set an exemplary example for all of us. She was patient, kind and giving to all her classmates, big and small. Thirteen months after her diagnosis, Julie lost her battle with ALS. Her family and friends wish for this scholarship to allow more parents – especially those with special healthcare needs – to enjoy time with their kids at LWTG. Apply for the Julie Hagel Scholarship by clicking **here**.

REFUND REQUESTS

Enrollment Fee

The Enrollment Fee is non-refundable, however in special circumstances members may request a refund by submitting the **Enrollment Fee Refund Application** for consideration.

Tuition Refunds

If you withdraw before the start of the quarter or during the first week of class, you may receive a full tuition refund upon request. If you withdraw after the first week of class through the fourth week of class, you may receive a 50 percent refund. If you withdraw after the fourth week of class, you will not receive a tuition refund. To request a tuition refund, fill out a **Tuition Refund Application**. The final decision to award a refund is made by the Fee Refund & Waiver Committee in consultation with your Teacher.

Withdraw before the start of the quarter or during Week 1	Withdraw Weeks 2, 3 or 4	Withdraw After Week 4
Full Refund	50% Refund	No Refund

KEEPING OUR COMMUNITY SAFE

ILLNESS & HEALTHY FAMILY POLICY

Although attendance is an important consideration in participating in LWTG, another important factor is the health of the children and Caregivers in the group. If you, your child, or anyone in your home is ill, please stay home and take care of yourself. Be sure to contact your Teacher to let them know you will miss class. Please stay home if anyone in your home has any of the following symptoms in the past 24 hours:

- A cough
- Shortness of breath or difficulty breathing
- A fever of 100.4°F or higher or a sense of having a fever
- A sore throat
- Chills
- New loss of taste or smell
- Muscle or body aches
- Nausea/vomiting/diarrhea
- Congestion/running nose – not related to seasonal allergies
- Unusual fatigue

Caregivers will be asked at sign in and attest to being illness free through a series of questions. If answering yes to any of the above symptoms, they will not be allowed to attend class. If your child begins to exhibit signs of illness during class your Teacher will ask you to leave for the health and safety of others.

Children or Caregivers with a communicable/contagious disease should not come to class until a doctor has cleared them or until the disease has abated. If your child has a physician's verbal consent to be around other children and/or is on medication, please inform your Teacher. Children under a physician's supervision may be asked to provide a medical release to attend LWTG.

What About Communicable Diseases such as Covid-19, RSV or Influenza?

We regularly review updates from national, state and local public health officials and follow their guidance. Click [here](#) for more information from the Washington State Department of Health.

SAFETY GUIDELINES FOR ADULTS

- Adult belongings should be stored out of reach of children, and medications or other dangerous items must be safely secured away from children.
- Hot beverages are to be kept out of the classroom.
- Smoking of any kind is not permitted.
- Adults responsible for children must not be impaired by substance use (i.e., medications, drugs, alcohol or marijuana).
- Any adult discovering a safety hazard (i.e., broken toys, equipment, or health hazard) shall immediately remove the hazard from use and shall report the problem to the Teacher.
- Adult belongings should be stored out of reach of children, and medications or other dangerous items must be safely secured away from children.

SAFETY AT LWTG OUTSIDE OF CLASS HOURS

At times, Caregivers or Teachers will need to come to the classroom outside of class hours to conduct LWTG business. They are permitted to bring their children to the classroom with them. However, they are fully responsible for the care and well-being of their child during this time and may not hold LWTG responsible for any injuries or incidents occurring outside of class hours.

WEAPONS POLICY

- No weapons or firearms, whether concealed or not, or any other dangerous items or devices are allowed on the school property.
- A weapon is any firearm, explosive device, knife, club or other object that has been designed with the intent of harming another person or property (or replica of such a firearm or object) or any object used to inflict harm to another person or property.

LOCKDOWN ALERT PROCEDURES

A Lockdown is implemented when the threat of violence, and/or gunfire is identified either inside, or outside of the classroom. It demands quick action from adults and requires common sense thinking under duress to best ensure survival of LWTG participants and the Teacher. A lockdown response is considered appropriate for, but not limited to, the following types of emergencies:

- Gunfire
- Threat of extreme violence immediately outside the classroom
- Danger in the surrounding neighborhood/business community (gunman on the run, etc.)

Lockdown Response Steps

Any adult may alert class to a lockdown by yelling “RED! RED!” Upon hearing this lockdown announcement, the following steps must be implemented:

- The Teacher or designee will immediately call 911 and stay on the phone until help arrives. Anyone able should also call 911 to notify them of the threat. Await further instructions from emergency-response personnel.
- Adults should quickly move and keep children away from windows and doors; position children in a safe place in the classroom; for example, near the climber.
- Adults will maintain (as best they can) a calm atmosphere in the room, keeping alert to emotional needs of the children. (**Tip:** gather for a story circle or sing songs near the climber)
- Unless an intruder has entered the classroom, everyone will remain in the classroom until an “all clear” signal has been given or police have advised evacuation. If an intruder is in the classroom, adults should use best judgment and, if able, evacuate from the back of the classroom and meet at a predetermined gathering location. (See page 13 for Emergency Evacuation Routes.)
- The Teacher or designee will give an “all clear” when authorities determine the threat has been eliminated. Normal activities can be resumed as soon as possible as instructed by the Teacher.

LWTECH IMMIGRANT RIGHTS & NON-DISCRIMINATION

In alignment with the Keep Washington Working Act and college Policy 7.P.09, if you are approached by any person engaging in immigration enforcement on college property, please:

1. **Be Polite and Respectful.** Do not take any action that could be perceived as interfering with an officer's official duties. Suggested Language: Employee: "How may I help you?" Immigration Officer: May say something about serving a warrant or enforcement of immigration law. Employee: "As an employee of LWTech, I am required to follow college policy which prohibits me from providing non-directory information about students or employees. I am able to refer you to our single point of contact to support immigration officials."
2. **Refer.** Connect the official to the LWTech designated authority. Suggested Language: Employee: "Please contact Campus Public Safety for support; this is the only authorized office to accept any subpoenas, warrants, or other legal documents from an immigration official. They are in the East building in room E145. You can also reach them at 425-739-8224 or security@lwtech.edu."
3. **No Further Action Needed from You.** Campus Public Safety will coordinate any additional actions.

Public Records Requests

Under WA's Public Records Act, anyone may inspect and/or copy public records – documents, recordings, and other items that are related to the work we do and decisions we make as public employees. It is becoming common for people to film themselves and the employee(s) helping them when making these requests; this is legal in public spaces. If a person comes to make a Public Records Request:

1. **Be Polite and Respectful.** Thank them for coming in! They are exercising their rights as Washington residents to review public work. If you do not have capacity to support this person, it is okay to request assistance from your supervisor or Campus Public Safety if necessary.
2. **Provide Clear Information.** There are five (5) items we must provide immediately upon request:
 - a) The Public Records Request form; this is available online.
 - b) The Public Records Index; this is in the President's Office and the Information Desk.
 - c) The Daily Crime Log; this is in the Campus Public Safety Office.
 - d) College Bylaws and Policies; this is available online. Our Bylaws are Chapter 1 in the policies.
 - e) Board Meeting Minutes; these are in the President's Office.
3. **Support an Information Request.** For all other requests, provide a Public Records Request Form.
 - a) Offer to collect the information verbally or accept the form after it is filled out. If you fill out the form, please ask the requestor to verify the accuracy of each field.
 - b) Inform the requestor you are accepting the Public Records Request on behalf of the College, and the College will respond to the request within five (5) business days.
 - c) Send the Public Records Request to the College's Public Records Officer, Dr. Darcy Cookson Kipnis. If asked, you may share this name with the requestor.

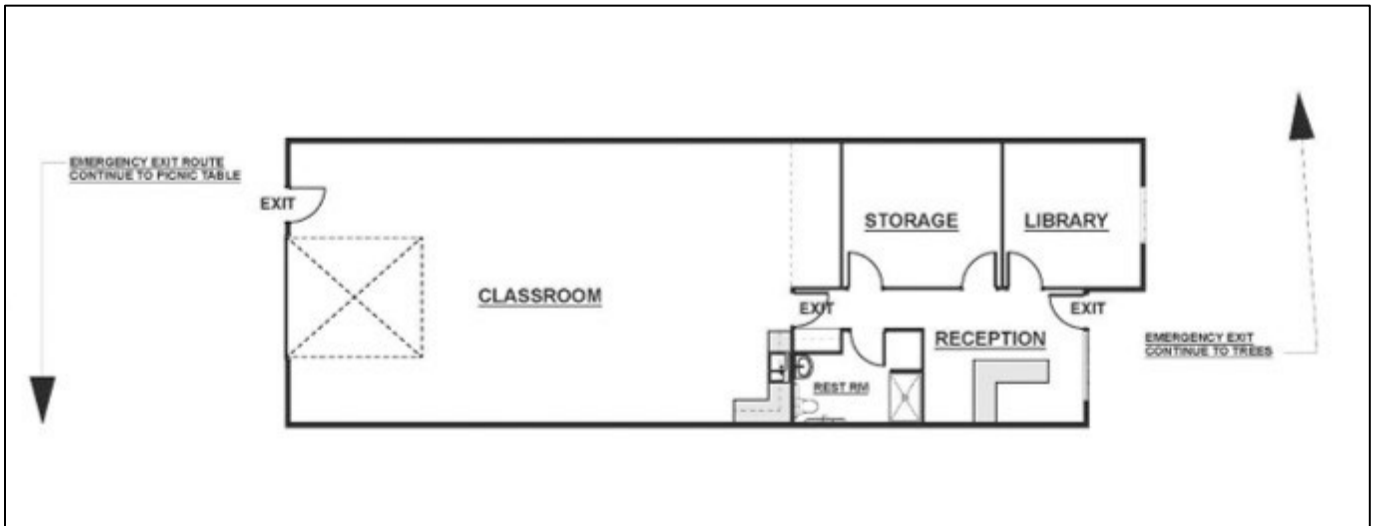
NATURAL DISASTERS

All information about natural disaster related school closures will be communicated to you via typical classroom communication channels and to the emergency contact you have listed in the Jovial class roster. Should it be necessary, your Teacher has access to an Emergency Supply Kit which includes non-perishable food, water, batteries, children's liquid pain reliever, hand sanitizer and other such items that may be useful in an emergency.

EMERGENCY EVACUATION ROUTES

In the event of an emergency where you need to vacate the building, please exit through the closer of the two doors.

1. Exit through the back door and turn left, gathering at the picnic table.
2. Exit through the front door, exit and turn right, gathering near the trees.



WHEN I PLAY, I AM LEARNING

When I paint at the easel, I am learning...

- To develop my imagination and creativity
- Eye-hand Coordination, helpful for learning to write
- The names of colors and how to make new colors
- To distinguish shapes, and purposely create shapes
- To notice patterns from background, necessary for learning to read
- To express my feelings and ideas
- That my ideas have value
- Relationships of space and size, necessary for mathematics
- Concepts of symmetry, balance and design

When I play with playdough, I am learning...

- To see the shape against the background of the table, a reading skill
- Concepts of shapes, relative sizes, big, small, length, height
- To see negative space when cookie cutter shapes are taken away
- To express feelings, squeezing and pounding
- To exercise my imagination and creativity
- That the amount of a substance remains the same, even when the shape changes

When I play with water, I am learning...

- That some things sink, and some things float
- To observe changes as water takes different forms in different containers
- About different temperatures.
- About wet, dry, and evaporation.
- What happens when you add soap
- Eye-hand coordination as I learn to pour
- Concepts of empty and full, volume and weight, relevant to mathematics

When I sort things, I am learning...

- To notice details and likenesses and differences in objects and form categories essential concepts for reading and mathematics
- Concepts of color, size, and shape
- Numerical concepts of more and less
- Logical reasoning

When I play on the climbing equipment, I am learning...

- Self-confidence as I develop new skills
- Physical strength, coordination and balance
- To use my imagination to cooperate with others when involved in some dramatic play
- To solve problems

When I play with blocks, cars and trucks I am learning...

- Concepts of shape, size, length and location, all related to reading and math skills
- To create and repeat patterns, a math skill
- To exercise my imagination
- To express my ideas
- To cooperate with others
- To solve problems
- About the properties of wood
- To see myself from a different perspective, that of a giant

When I play in the dramatic play area, I am learning...

- To be flexible in my thinking
- To express myself in sentences
- To try on different adult roles
- To solve problems, especially socially, through negotiating with friends
- To sort and organize playthings
- To make decisions
- To improvise and use things in a symbolic way to represent something else...a form of abstract thinking
- To carry out my ideas, with the cooperation of others
- To exercise my imagination and creativity

When I participate in circle time activities, I am learning...

- To listen, sit still and understand spoken language
- To add my ideas to the discussion
- That my ideas have value
- To wait when others are talking
- New vocabulary connected with the topic of discussion
- To remember the words of songs and poems
- The names of others in the group
- To cooperate and be considerate of the needs of others
- To help plan what we will do and what items we will need to do it

Reprinted from *When I Play, I Am Learning*, written by K. Miller, Children's world Natl. Dir. Of Education.

CRAFT RECIPES

Rainbow Crayons

Peel old crayons and place in muffin tins (you may want to spray with cooking spray). Melt in the oven at a low temperature. Let stand until solid and pop them out.

Colored Pasta

Mix 1-2 tablespoons rubbing alcohol and food coloring. Stir in 2 cups of pasta until uniformly colored. Lay out on paper towels to dry. String or use for collage.

Playdough 1

4 C white flour (500 grams) 2 C salt (620 grams)
4 t cream of tartar (17 grams) 4 T oil

Food Coloring 4 C boiling water

Boil water. Mix flour, salt, and cream of tartar. Add oil, food coloring (glitter or spices, if needed) and boiling water. Combine together.

Playdough 2

1 C white flour 1 C water
½ C salt 2 t. Food coloring
2 T Cream of tartar 1 T Oil

Mix flour, salt, and cream of tartar. Combine and add remaining ingredients. Cook and stir over medium heat for about 3-5 minutes. It will look like a globby mess, and you'll be sure it's not turning out...but it will. When it forms a ball in the center of the pot turn out on a lightly floured surface and knead. Store in an airtight container.

Gack

1 C water 1 C Elmer glue
½ t powdered borax food coloring

Mix ½ cup water with glue and color. Mix ½ cup water with borax. Slowly pour borax mixture into glue mixture stirring constantly. Store in airtight plastic bag. Will melt in sunlight.

Oobleck

Mix 1 cup cornstarch and ½ cup water.
Add food coloring.

Cinnamon Ornaments

Mix a 4 oz. jar of cinnamon and ½ cup applesauce. Knead until soft dough consistency, add more cinnamon or applesauce as needed. Roll out (cinnamon jar works well for rolling) and cut with cookie cutters. Let dry for about a week or bake in a very low oven till dry.

SING-ALONG SONGS

The More We Get Together

The more we get together, together, together;
The more we get together, the happier we'll be.
Because your friends are my friends,
And my friends are your friends,
The more we get together, the happier we'll be.

Clap Your Hands

1. Clap, clap, clap your hands,
Clap your hands together.
Clap, clap, clap your hands,
Clap your hands together.
2. Stomp, stomp, and stomp your feet...
3. Nod, nod, and nod your head...
4. Stretch, stretch, stretch up high...
5. Blink, blink, and blink your eyes...
6. Wiggle, wiggle, and wiggle your fingers...

Jack in the Box

Jack in the box so quiet and still.
Will you jump up?
Yes, I will!

Snowman

(Tune: I'm a Little Teapot)
I'm a little snowman short and fat.
Here is my broomstick, here is my hat.
When the sun comes out I like to play
But soon I'll slowly melt away.

Little Blackbirds

(Tune: Twinkle, Twinkle, Little Star)
Two little blackbirds sitting on a hill.
One named Jack, and the other named Jill.
Fly away, Jack.
Fly away, Jill.
Come back, Jack.
Come back, Jill.

Head and Shoulders, Knees and Toes

Head and shoulders, knees and toes, knees and toes.
Head and shoulders, knees and toes, knees and toes.
Eyes and ears and mouth and nose.
Head and shoulders, knees and toes, knees and toes.

The Grand Old Duke of York

(Tune: Farmer in the Dell)
The Grand Old Duke of York, he had ten thousand men.
He marched them up to the top of the hill and
marched down again.
'cause when you're up, you're up and when
you're down, you're down.
And when you're only halfway up, you're neither
up nor down.
He marched them to the left. He marched them to
the right.
He even marched them upside down now wasn't
that a site.

Open- Shut Them

Open – shut them.
Open – shut them.
Give a little clap, clap, clap.
Open – shut them.
Open – shut them.
Put them in your lap, lap, lap.

Ring Around the Rosy

Ring around the rosy, a pocket full of posies
Ashes, ashes, we all fall down.
Cows are in the meadow, eating buttercups.
Thunder! Lightning! We all jump up

All the Fish

1. All the fish are swimming in the water;
Swimming in the water, swimming in the water.
All the fish are swimming in the water,
Bubble, bubble, bubble, POP!
2. All the ducks are padding in the water...
3. All the frogs are jumping in the water...
4. All the whales are spouting in the water...

The Itsy-Bitsy Spider

The itsy-bitsy spider climbed up the waterspout.
Down came the rain and washed the spider out.
Out came the sun and dried up all the rain,
and the itsy-bitsy spider climbed up the spout again.

Round the Garden

Round and round the garden
Like a little bear.
One step, two step...
I'll tickle you under there.

10 Little Fingers

1 little, 2 little, 3 little fingers
4 little, 5 little, 6 little fingers
7 little, 8 little, 9 little fingers
10 fingers on my hands.

Teddy Bear

Teddy bear, teddy bear turn around.
Teddy bear, teddy bear touch the ground.
Teddy bear, teddy bear show your shoes.
Teddy bear, teddy bear that will do.
Teddy bear, teddy bear go upstairs.
Teddy bear, teddy bear brush your hair.
Teddy bear, teddy bear turn out the light.
Teddy bear, teddy bear say good night.

If You're Happy and You Know It

If you're...

1. happy and you know it, clap your hands. If you're happy and you know it, clap your hands.
If you're happy and you know it then your face will surely show it.
If you're happy and you know it, clap your hands.
2. mad and you know it, stomp your feet.
3. sad and you know it, shed a tear
4. sleepy and you know it, close your eyes
5. happy and you know it, whisper 'I am'

Roll Over

1. There were five in the bed and the little one said: Roll over, roll over. So they all rolled over and one fell out.
2. There were four in the bed and the little one said: Roll over, roll over. So they all rolled over and one fell out.
3. There were three in the bed and the little one said: Roll over, roll over. So they all rolled over and one fell out.
4. There were two in the bed and the little one said: Roll over, roll over. So they all rolled over and one fell out.
5. There were two in the bed and the little one said: Roll over, roll over. So they all rolled over and one fell out.

There was one in the bed and the little one said:
Roll over, roll over. GOOD NIGHT!

Up So High

Up, up, up so high.
Down, down, down so low.
Raise your colors high.
One, two, three and let them fly.
One, two, three.

Little Red Wagon

1. Bumpin' up and down in my little red wagon.
Bumpin' up and down in my little red wagon.
Bumpin' up and down in my little red wagon.
2. Won't you be my darling?
3. one wheel's off and the axles broken
4. (child's name) gonna fix it with her hammer

Here is a Bunny

1. Here is a bunny with ears so funny.
2. And here is his hole in the ground.
3. When a sound he hears, he picks up his ears.
4. And jumps in his hole in the ground.

The Wheels on the Bus

1. The wheels on the bus go round and round,
Round and round, round and round.
The wheels on the bus go round and round,
All through the town.
2. The people on the bus go up and down...
3. The babies on the bus go wah, wah, wah..
4. The daddies on the bus go read, read, read
5. The wipers on the bus go swish, swish, swish
6. The doors on the bus go open and shut..
7. The money on the bus goes clink, clink, clink

Here is a Beehive

Here is a beehive but where are the bees?
Hidden away where nobody sees.
Soon they come creeping out of their hive.
1 2 3 4 5 BZZZZZZZZZZZ and home again.

Little Turtle

There was a little turtle; he lived in a box.
He swam in the water; he climbed on the rocks.
He snapped at a mosquito, he snapped at a flea.
He snapped a minnow, and he snapped at me.
He caught the mosquito; he caught the flea.
He caught the minnow, but he didn't catch me.

Drive the Fire truck

1. Hurry, hurry, drive the fire truck.
Hurry, hurry, drive the fire truck.
Hurry, hurry, drive the fire truck.
Ding, ding, ding, ding, ding.
2. Hurry, hurry, turn the corner...
3. Hurry, hurry, climb the ladder...
4. Hurry, hurry, squirt the water...
5. It's all right the fire's out now.
Firefighter's go to the station.
Tired firefighters go to sleep now.
Ding, ding, ding, ding, ding.
6. Repeat verse 1

Shake My Sillies Out

I'm gonna...

1. shake, shake, shake my sillies out,
Shake, shake, shake my sillies out,
Shake, shake, shake my sillies out,
And wiggle my waggles away.
2. clap, clap, clap my crazies out..
3. jump, jump, jump my jiggles out..

Speckled Frogs

1. Three green and speckled frogs.
Sat on a speckled log.
Eating some most delicious bugs.
Yum, yum!
One jumped into the pool.
Where it was nice and cool.
Now there are two green speckled frogs.
2. Two little green and speckled frogs...
3. One little green and speckled frog...

Zoom Down the Freeway

Zoom down the freeway
Zoom down the freeway.
Zoom down the freeway.
Stop!
Up goes the bridge.
Under go the boats.
Down goes the bridge.
Zoom down the freeway.
Zoom down the freeway.
Zoom down the freeway.
Stop!

Macaroni Pony

I have a little pony
His name is Macaroni.
He trots and trots and
Then he stops.
My funny little pony,
Whoa.....Macaroni.

Jig Along Home

Toddler Group is over
We've had lots of fun.
Now it's time to say Goodbye,
Goodbye to everyone.
Jig, Jig, Jig, Jig Jig Along Home
Jig, Jig, Jig, Jig Jig Along Home
Gather our things and wave bye-bye
Jig, Jig, Jig Along Home