

Kinder Skills Information Packet

Spring Session 2022

The City of Diamond Bar Parks & Recreation Department welcomes you to the Kinder Skills Spring Session! Kinder Skills is a fun stimulating program for three-, four-, and five-year-olds designed to prepare children socially and academically to succeed in kindergarten. This class will be held on Monday, Wednesday, and Friday or Tuesday and Thursday from 9am - 12:30pm. Through this structured recreation-based program your child will learn about sharing and following directions, as well as kindergarten readiness skills such as using a pencil, learning letters, counting numbers, and recognizing colors and shapes. Classes are ongoing with every session offering new lessons. Children enjoy stories, poems, songs, art projects and a variety of color, shape, numbers and letters recognition activities while practicing separating from their parents, sharing with others, and paying attention to instructions. Increased emphasis on letter recognition, beginning math concepts, and school readiness.

To help ensure the safety of our participants and staff, the City of Diamond Bar will be following all Los Angeles County Department of Public Health COVID-19 guidelines, as well as the Centers for Disease Control guidance for child care.

Program Content: The Kinder Skills Program provides a unique setting for children to grow, learn, and explore. Each child is unique with individual interests and needs. Our age-specified program is planned to be flexible and promote development of each child's physical and social needs.

The Kinder Skills Program is a recreational based program, not a licensed daycare, nor a preschool.

Registration Information:

Spring Session Start & End Dates:

Three Day Class: Mon, Wed, Fri class begins on Monday, March 28 through Friday, May 13, 2022.

Two Day Class: Tue & Thurs class begins Tuesday, March 29 through Thursday, May 12, 2022.

No Class April 18-22

Ways to Register:

ONLINE: www.diamondbarca.gov/recregister

IN PERSON: Diamond Bar Center, 1600 Grand Avenue

Registration Information: Diamond Bar resident: Monday, February 21, 2022. Open registration: Monday, March 7, 2022. Payment in full, signed waiver of liability, and completed emergency information card are due at the time of registration. Age requirement must be met by first day of class.

If you or your minor child require special assistance to participate in an activity, class or event, please notify the Parks and Recreation Department at the time of registration or call (909) 839.7070

Kinder Skills Payments & Refunds: Payment in full for each session is due at the time of registration. Refunds will only be given when a request is made in writing to the Parks & Recreation Department. Requests must be made prior to the start of the second scheduled class of the session and will be charged a \$15 processing fee. Classes are subject to change or cancellation if minimum class enrollment is not attained. Credit for missed time due to illness or vacation is not available. No refunds will be made after the second class of the session except in the event the City of Diamond Bar cancels the class.

For questions please contact:

Parks and Recreation Department at 909.839.7070



Kinder Skills Information

Program Start & End Time

Class begins at 9:00 a.m. and ends at 12:30 p.m.

Children will not be allowed in the class before 9:00 a.m. or allowed to stay past 12:30 p.m.

Late Pick-Up Fee

If the parent or guardian has not arrived by 12:35 p.m. a late fee of \$1 per minute will be applied. After 15 minutes staff will attempt to contact parents using the enrollment / emergency form to contact a legal guardian and their emergency contact. After 1/2 hour of attempts to contact someone the Sheriff's department will be called.

Sign-in & Sign-out

Parent will sign the child in and out each day. Written permission is required if someone other than the parent or a person listed on RecTrac Emergency Contacts List will be picking up the child.

Be prepared to show I.D. upon request.

Dress Code

Children should wear "play clothes" to class. Closed-toe shoes are required daily. Children go outside every day, dress children appropriately according to weather. Arts & Crafts may be messy, dress children in clothes that are OK to get dirty. Also consider the needs of your child for the use of the restroom. Clothing which children cannot handle themselves, such as: one piece jump suit, complicated belts or buckles are not recommended.

What does a day in Kinder Skills look like?

- 09:00-10:30 a.m. Free play inside classroom along with arts & crafts
- 10:30-11:00 a.m. In class work and puzzles
- 11:00-11:30 a.m. Circle time, calendar, counting, colors, shapes, and other group learning activities
- 11:30-12:00 p.m. Snack time
- 12:00-12:20 p.m. Outdoor play: Weather permitting / Afternoon Enrichments: Playground, sports, etc.
- 12:20-12:30 p.m. Book Time/ Pick up

Check List of items my child needs to bring to Kinder Skills

Please make sure all materials are clearly labeled with child's name.

- Hand sanitizer
- Pencils
- Crayons / Markers
- Glue Stick(s)
- Complete change of clothing to every class
- A reusable bottle water labeled with name
- A back pack is encouraged to store your child's clothes and also a toy for comfort

Note to Parents:

- L.A. County Public Health Guidelines – the city will follow all current and newly released guidelines as they pertain to the Kinder Skills program.
- When agreeing signing the City Waiver, Parent/guardian agrees to comply with all laws, policies, rules and regulations set forth by Los Angeles County Department of Public Health current Health Officer order current at the time of the registration and newly released.
- Snacks: Parents are required to pack a daily snack for their child every day they attend the program. Snacks should be non-perishable items not needing refrigeration or heating up. Kinder Skills instructors will have occasional pre-packaged snacks for program participants on certain days/events. We ask all parents to share if their child has any food allergies and/or dietary restrictions to program staff as soon as possible.

Admission Policies

- Children must meet the age requirement of the class by the first day of the session.
- Children must be fully potty trained.

Potty Training Definition: The child goes to the bathroom on his/her own. No help needed and do not need to be reminded.

- They do not have to ask permission to use the bathroom.
- They wear regular underwear (no pull ups).
- They go in the toilet.
- They know to wash their hands.

Discipline Procedures

- First Incident: Warning to child.
- Second Incident: Time out—no more than one minute for each year of the child.
- Third Incident: Kinder Skills Teacher will send home a letter with a signature requirement.
- Fourth Incident: Meet with parent(s), Kinder Skills Teacher and the Kinder Skills Supervisor.