

LAGUNA TECHNICAL COLLEGE



EARLY CHILDHOOD EDUCATION & ADMINISTRATION

260 S Garey Ave,
Pomona, CA 91766

Dear Prospective Student,

****Until June 30, 2022****

**ECE Hybrid Courses \$350.00 each
With COVID-19 discount**

Receive an additional discount when you purchase four
or more courses paid in full of \$25.00 each course.

My name is Arturo Jimenez and, as the registrar of Laguna Technical College, I want to thank you for your interest in our Early Childhood Education (ECE) courses. Our team is committed to making your experience with our school an enriching and meaningful one. **We have attached an enrollment packet for your review.** Within the packet, you will find a roster of courses, our program cost, descriptions of courses, and our master calendar.

Please follow this link below to access our school catalog.

<https://lagunatechcollege.com/wp-content/uploads/2021/04/2021-Laguna-Technical-College-Catalog-.pdf>

Laguna Technical College offers open enrollment!

Students may enroll at any time. Upon registration, students will receive orientation instruction on school policies and procedures required to comply with the school regulations and outlining established tuition, fees, and charges. Due to COVID 19, our courses are all online via Zoom. Please take advantage of our ***Covid-19 Discount Beginning Sept. 9, 2020, Through Jun.30,2022.*** An additional discount will be applied when purchasing four courses or more and paying in full.

As you begin or continue your journey in the field of ECE with Laguna Technical College questions may arise. Please do not hesitate to reach out to our student services coordinator, Vanessa Celaya, for additional support. You can contact Mrs. Celaya via email at vanessa@lagunatechcollege.com or via phone at (909) 623-6800, Ext. 3. To begin the enrollment process, **please review the attached enrollment packet** to see what documents you will need to attach to your application. You may pay for your courses through mail using a check or money order addressed to Laguna Technical College. You may also pay online using a debit or credit card. If you are paying with a credit card, please visit www.LagunaTechCollege.com and find the "credit card payment option" at the bottom of the "Enroll Today" tab. **Remember to deduct a \$50.00 COVID adjustment per course!** Our mailing address is **260 South Garey Ave., Pomona, CA 91766**. Tracking your mail is very important, given the sensitive information enclosed. Please pay for UPS, FedEx, or USPS with tracking to ensure the delivery of your documents to our offices.

We will complete the admissions process once we receive all your required forms, documents, and payments either electronically or through the mail. We look forward to enabling you to move closer to your career goals and welcoming you into the Laguna Tech family.

Warm Regards,

Arturo Jimenez

Registrar

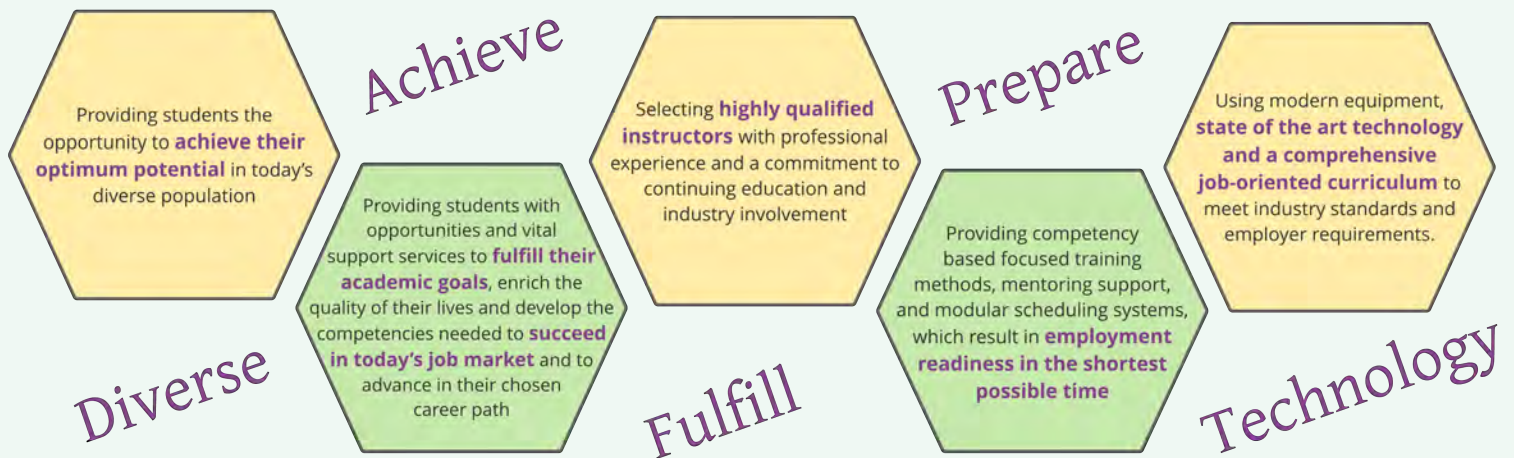
Laguna Technical
College



Laguna Technical College

Visual Mission Statement

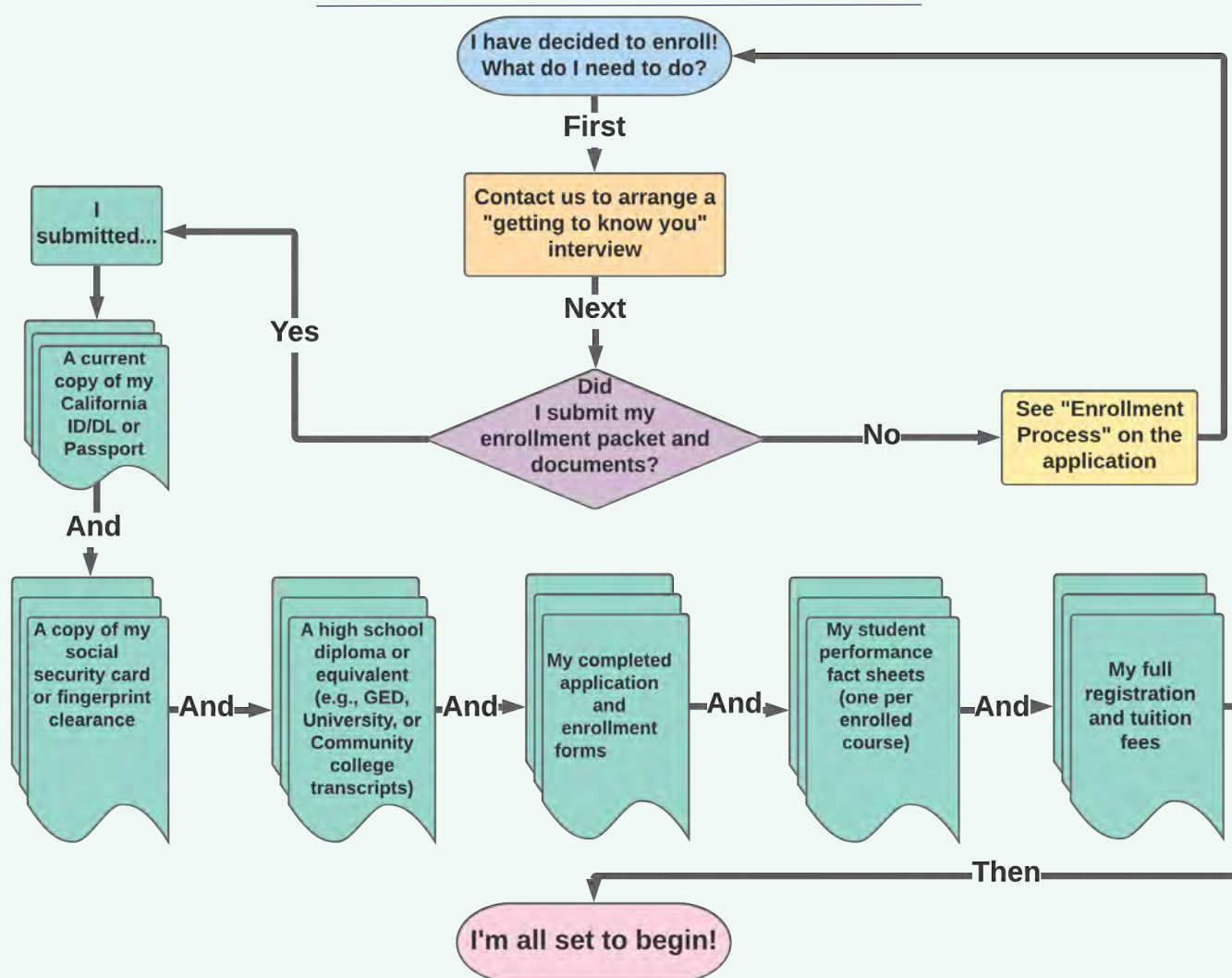
We aim to provide students with high quality, job-oriented training that develops the practical technical skills that modern employers seek out





Laguna Technical College

Enrollment Decision Map





Laguna Technical College

Course Offerings



Child Development & Wellbeing Series

- Infant/Toddler Development & Care- 3.0 units
- Child Growth & Development- 3.0 units
- Child, Family & Community- 3.0 units
- Child Health, Safety & Nutrition- 3.0 units

Curriculum Development

- Curriculum I- Theories, Methods, & Materials- 3.0 units

Administration

- Preschool Administration & Management- 3.0 units
- Adult Supervision in Childcare Settings- 3.0 units



LAGUNA TECHNICAL COLLEGE / 2022 MASTER CALENDAR

260 SOUTH GAREY AVENUE * POMONA, CA 91766 * WWW.LAGUNATECHCOLLEGE.COM

TEL (909) 623-6800 * FAX 623-6114 *UPDATED ON 10/01/2021* **CLASS TIME: 9:00 A.M.**

“CELEBRATING 19 YEARS OF EXCELLENCE IN EDUCATION!”

Date	JANUARY 2022	Date	FEBRUARY 2022	Date	MARCH 2022	Date	APRIL 2022
08-09	Curriculum - ZOOM	05-06	Curriculum - ZOOM	05-06	Curriculum – ZOOM	02-03	Curriculum – ZOOM
15-16	Child Family – ZOOM	12-13	Child Family – ZOOM	12-13	Child Family – ZOOM	09-10	Child Family – ZOOM
15-16	Adult Supervision – ZOOM	12-13	Child Growth – ZOOM	19-20	Child Growth – ZOOM	09-10	Child Growth – ZOOM
22-23	Child Growth – ZOOM	19-20	Infant/Todd – ZOOM	26-27	Infant/Todd – ZOOM	16-17	Easter Weekend
29-30	Infant/Todd – ZOOM	26-27	Child Health, Safety – ZOOM	26-27	Administration – ZOOM	23-24	Infant/Todd – ZOOM
29-30	Administration - ZOOM	26-27	Administration – ZOOM			23-24	Child Health, Safety – ZOOM
Date	MAY 2022	Date	JUNE 2022	Date	JULY 2022	Date	AUGUST 2022
30-01	Curriculum – ZOOM	04-05	Curriculum – ZOOM	02-03	4 th of July Holiday	06-07	Curriculum – ZOOM
07-08	Child Family – ZOOM	11-12	Child Family – ZOOM	09-10	Curriculum – ZOOM	13-14	Child Family – ZOOM
07-08	Adult Supervision – ZOOM	18-19	Child Growth – ZOOM	16-17	Child Family – ZOOM	20-21	Child Growth – ZOOM
14-15	Child Growth – ZOOM	25-26	Infant/Todd – ZOOM	23-24	Child Growth – ZOOM	20-21	Child Health, Safety – ZOOM
21-22	Infant/Todd – ZOOM	25-26	Administration – ZOOM	30-31	Infant/Todd – ZOOM	27-28	Infant/Todd – ZOOM
21-22	Administration – ZOOM			30-31	Child Health, Safety – ZOOM	27-28	Administration – ZOOM
28-29	Child Health, Safety – ZOOM						
Date	SEPTEMBER 2022	Date	OCTOBER 2022	Date	NOVEMBER 2022	Date	DECEMBER 2022
03-04	Curriculum – ZOOM	01-02	Curriculum – ZOOM	05-06	Curriculum – ZOOM	03-04	Curriculum – ZOOM
10-11	Child Family – ZOOM	08-09	Child Family – ZOOM	12-13	Child Family – ZOOM	03-04	Child Family – ZOOM
10-11	Adult Supervision – ZOOM	15-16	Child Growth – ZOOM	12-13	Child Growth – ZOOM	10-11	Child Growth – ZOOM
17-18	Child Growth – ZOOM	22-23	Infant/Todd – ZOOM	19-20	Infant/Todd – ZOOM	17-18	Infant/Todd – ZOOM
24-25	Infant/Todd – ZOOM	29-30	Administration – ZOOM	19-20	Administration – ZOOM	17-18	Child Health, Safety – ZOOM
24-25	Administration - ZOOM	29-30	Child Health, Safety – ZOOM	23-27	Thanksgiving Holiday	24-25	Holiday

BBB Accredited Business





Breakdown of Coursework:

Welcome to Laguna Technical College! The information below will guide you in completing the coursework. Please note that our staff is available during office hours or via e-mail to assist you.

Things to know in creating a successful homework strategy:

- Allow the necessary time to complete the assignments. Different students learn at different rates. Our coursework is designed for students to learn at their own pace. Use your time wisely.
- Make sure that your director signs your Practicum Form daily as you complete your practicum hours. **You must complete 45 hours per course.**

There are three parts to the course:

1. Homework & Projects (estimated 30 hours)
2. Practicum Sheet (45 hours)
3. Lecture (15 total of hours, Saturday and Sunday 9am-4:30pm)

Homework:

- Independent Study Assignments: (Reflections/ Writing Assignments)
(Writing assignments must be saved into one Word document file.)
- Projects:
(Projects must be completed as directed by e-book. Please save at home. You will be sharing them through Zoom to your peers and professor.)
- Reading Materials:
(If applicable, be prepared to share in class the information that you learn from the reading materials included in this e-book)

What to expect the week before Lecture:

- Class Reminder
- Class Agenda
- Zoom Link Invitation
(Professors must send out Zoom Links no later than Friday evening.)

Check Spam/ Junk mail for all THREE e-mails.

Zoom:

- For First-time users, please watch this tutorial video about navigating through Zoom.
<https://youtu.be/ikuGiH6wRRA>
- CAMERA ON (Participation is a big part of your grade. Keep your video camera on. Professors expect to speak to and see your friendly face. ☺)



Laguna Technical College

260 South Garey Ave., Pomona, CA 91766

TEL (909) 623-6800 * FAX (909) 623-6114

Application to Enroll

Welcome to our School

In order to assist us in better serving your needs, please take a few minutes to complete this questionnaire. Your answers will be kept confidential. Please complete all the information requested. Acceptance to our school is based upon desire to succeed. This acceptance is established by an in person interview and evaluation by an Admission Representative.

Personal History:

Name: _____ Sex _____
Last First Middle Initial Maiden

Address _____ Apt: _____

City _____ California, Zip _____

SS# _____ Birth Date _____ License # _____

E-mail address _____

Cell Phone _____ Home Phone _____ Work Phone _____

Where did you hear about our school? _____

What course of study are you interested in? _____

Education (Required):

Please indicate the highest grade achieved. _____

Name of School: _____

Address: _____ Did you graduate? _____

High School: _____ Date Received _____

GED: _____ Date Received _____

Current Employment:

Name of employer: _____

Name of Supervisor: _____

Address _____

TEL (_____) _____ FAX (_____) _____

Position: _____

Hrs/Wk: _____ Hourly Wage: _____

References:

1. Name: _____ Phone: (_____) _____

Address: _____

City / State: _____ Zip Code: _____

2. Name: _____ Phone: (_____) _____

Address: _____

City / State: _____ Zip Code: _____

Our School prides itself on its commitment to helping our students succeed in their chosen professions. We support you in your career quest. All information is given voluntarily to meet the requirement of the "Privacy Act of 1974." Please sign indicating that you have been apprised of your rights

I Understand That By Completing This Application, The School Is Under No Obligation To Accept Me. It is agreed and understood that the answers to the foregoing questions have been supplied by me and are true and correct to the best of my knowledge, and that any misrepresentation of information given above shall be considered an act of dishonesty.

Your Signature Date

DO NOT WRITE BELOW THIS LINE.

Date: _____

School Comments: _____



Laguna Technical College

Enrollment Agreement Summary

Student Name: _____
(Last Name) (First Name) (MI)

Street Address Apt # City State Zip

Student Contact Tel #: _____

E-mail: _____

REGISTRATION FEE PER COURSE: \$75.00

Child Family & Community	Lecture date: _____
Child Growth & Development	Lecture date: _____
Infant/Toddler Development & Care	Lecture date: _____
Infant/Toddler Development & Care 2	Lecture date: _____
Curriculum Theory Methods & Materials	Lecture date: _____
Child Health, Safety & Nutrition	Lecture date: _____
Preschool Administration & Management	Lecture date: _____
Adult Supervision In Childcare Settings	Lecture date: _____

Refer to Master Calendar for Lecture Dates

Transcript standard processing time is 5 business days from the date we receive your completed "Evaluation Form" from your Professor.

Please note: we are unable to take responsibility for mail that has been lost. If you are concerned about a transcript's security during transit, we suggest you select Express Delivery (UPS available at your own expense – \$25 per mailing) or pick your transcript up in-person. If your transcript was not received, and you had it sent via Express Delivery (UPS), please contact UPS, or check their online tracking to determine delivery status www.ups.com.

Please

Initial: (_____)

Note: All Homework and Practicum Hours Must Be Completed Before Lecture Date.

We suggest to allow yourself three weeks from enrollment date in order to complete all the homework assignments and practicum hours.

Office Notes Only:

(Third Party Payer name and address)

Name: _____

Address: _____

City: _____ ZIP: _____

Employer Telephone #: _____ Fax #: _____

(Required Student Initials)

School Refund Policy: School will retain all registration fees and return only the tuition amount 45 days from the Date the agreement is canceled in writing.

All rescheduling of courses must be requested in writing one week prior to the completion date; a \$75.00 rescheduling fee must be submitted with request to reschedule.

Course work must be completed within the 3 months from date of the scheduled completion date.

Student Signature: _____ Date: _____