

# LAGUNA TECHNICAL COLLEGE



## EARLY CHILDHOOD EDUCATION & ADMINISTRATION

260 S Garey Ave,  
Pomona, CA 91766

\*\*\* Until June 30, 2023\*\*

**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.

Dear Prospective Student,

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.30,2023.** 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, Lisa Medina, for additional support. You can contact Ms. Medina via email at [lisa@lagunatechcollege.com](mailto:lisa@lagunatechcollege.com) or via phone at (909) 623-6800, Ext. 1

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](http://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 / 2023 MASTER CALENDAR

260 SOUTH GAREY AVENUE \* POMONA, CA 91766 \* [WWW.LAGUNATECHCOLLEGE.COM](http://WWW.LAGUNATECHCOLLEGE.COM)

TEL (909) 623-6800 \* FAX 623-6114 *UPDATED ON 11/01/2022* **CLASS TIME: 9:00 A.M.**

**“CELEBRATING 20 YEARS OF EXCELLENCE IN EDUCATION!”**

Date	JANUARY 2023	Date	FEBRUARY 2023	Date	MARCH 2023	Date	APRIL 2023
07-08	Curriculum - ZOOM	04-05	Curriculum - ZOOM	04-05	Curriculum – ZOOM	01-02	Curriculum – ZOOM
14-15	Child Family – ZOOM	11-12	Child Family – ZOOM	11-12	Child Family – ZOOM	08-09	Easter Weekend
21-22	Adult Supervision – ZOOM	11-12	Child Growth – ZOOM	18-19	Child Growth – ZOOM	15-16	Child Family – ZOOM
21-22	Child Growth – ZOOM	18-19	Infant/Todd – ZOOM	25-26	Infant/Todd – ZOOM	22-23	Child Growth – ZOOM
28-29	Infant/Todd – ZOOM	25-26	Child Health, Safety – ZOOM	25-26	Administration – ZOOM	29-30	Infant/Todd – ZOOM
28-29	Administration - ZOOM	25-26	Administration – ZOOM			29-30	Child Health, Safety – ZOOM
Date	MAY 2023	Date	JUNE 2023	Date	JULY 2023	Date	AUGUST 2023
06-07	Curriculum – ZOOM	03-04	Curriculum – ZOOM	01-02	4 <sup>th</sup> of July Holiday	05-06	Curriculum – ZOOM
13-14	Child Family – ZOOM	10-11	Child Family – ZOOM	08-09	Curriculum – ZOOM	12-13	Child Family – ZOOM
13-14	Adult Supervision – ZOOM	17-18	Child Growth – ZOOM	15-16	Child Family – ZOOM	19-20	Child Growth – ZOOM
20-21	Child Growth – ZOOM	24-25	Infant/Todd – ZOOM	22-23	Child Growth – ZOOM	19-20	Child Health, Safety – ZOOM
20-21	Infant/Todd – ZOOM	24-25	Administration – ZOOM	29-30	Infant/Todd – ZOOM	26-27	Infant/Todd – ZOOM
27-28	Administration – ZOOM			29-30	Child Health, Safety – ZOOM	26-27	Administration – ZOOM
27-28	Child Health, Safety – ZOOM						
Date	SEPTEMBER 2023	Date	OCTOBER 2023	Date	NOVEMBER 2023	Date	DECEMBER 2023
02-03	Curriculum – ZOOM	30-01	Curriculum – ZOOM	04-05	Curriculum – ZOOM	02-03	Curriculum – ZOOM
09-10	Child Family – ZOOM	07-08	Child Family – ZOOM	11-12	Child Family – ZOOM	02-03	Child Family – ZOOM
16-17	Adult Supervision – ZOOM	14-15	Child Growth – ZOOM	11-12	Child Growth – ZOOM	09-10	Child Growth – ZOOM
16-17	Child Growth – ZOOM	21-22	Infant/Todd – ZOOM	18-19	Infant/Todd – ZOOM	16-17	Infant/Todd – ZOOM
23-24	Infant/Todd – ZOOM	28-29	Administration – ZOOM	18-19	Administration – ZOOM	16-17	Child Health, Safety – ZOOM
30-01	Administration - ZOOM	28-29	Child Health, Safety – ZOOM	25-26	Thanksgiving Holiday	23-24	Holiday

BBB Accredited Business

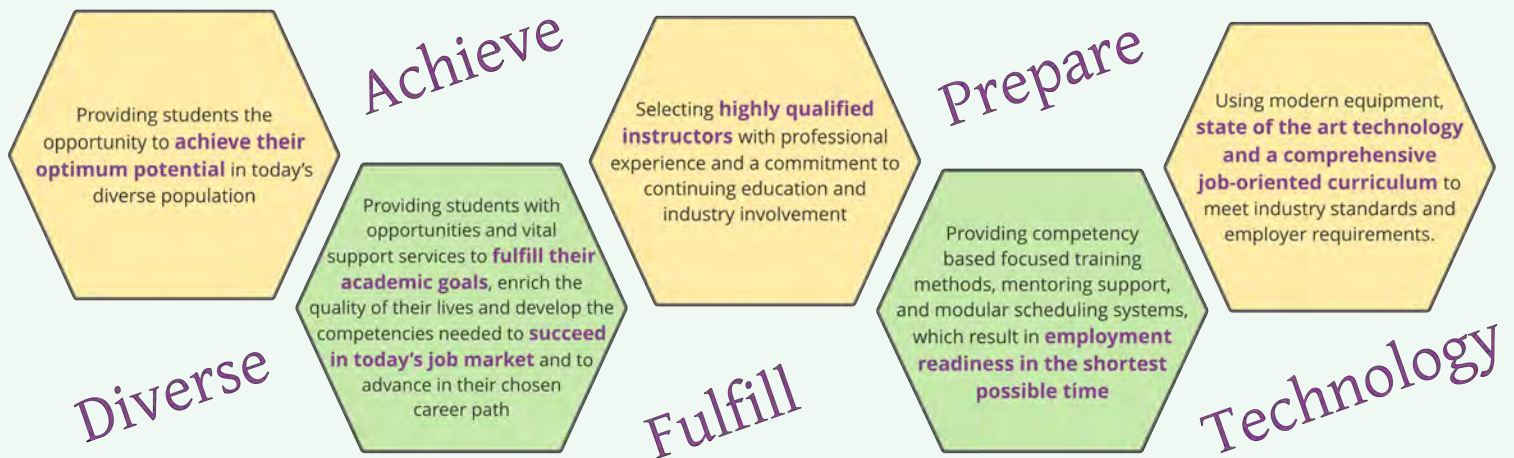




# Laguna Technical College

## 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

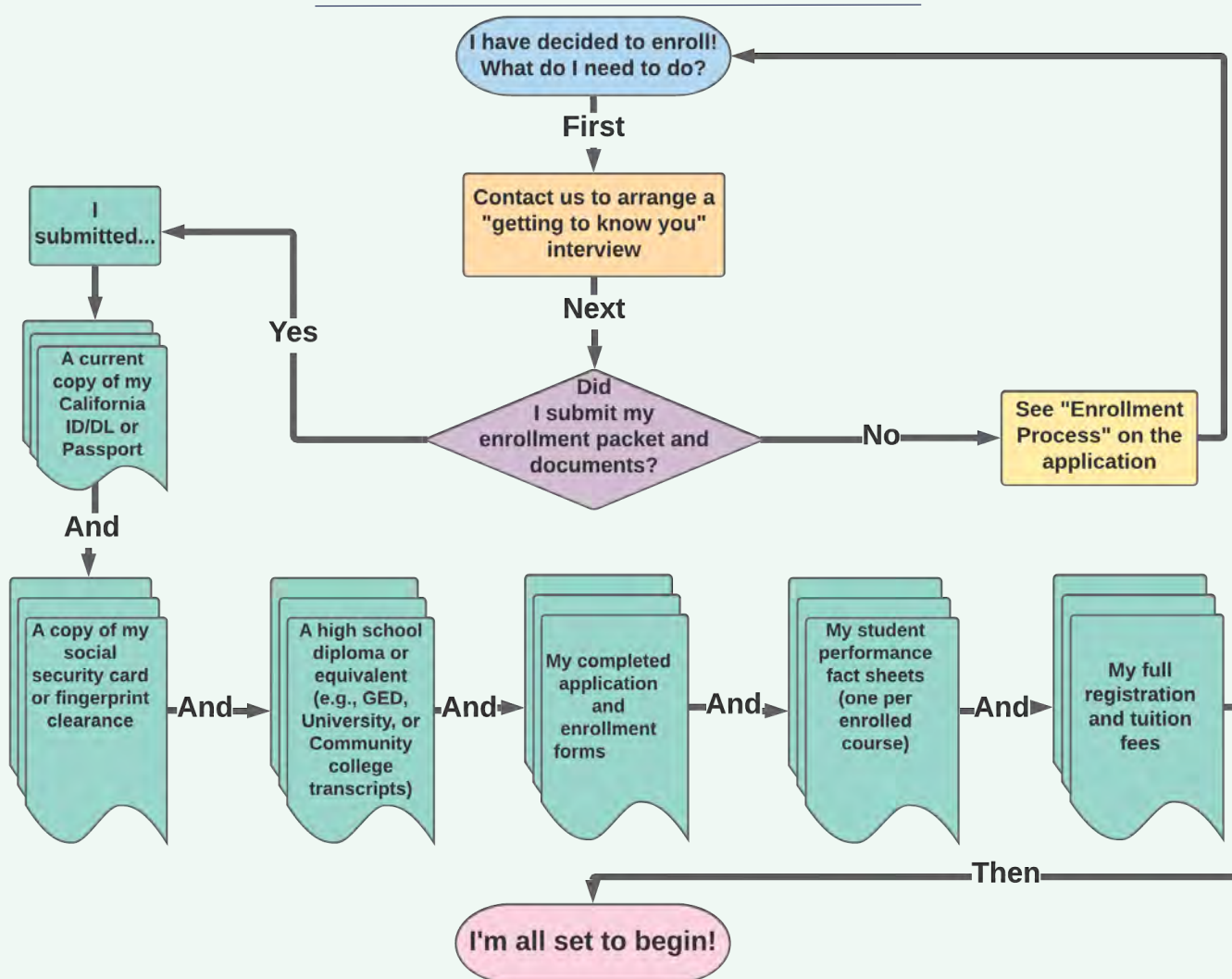






Laguna Technical College

# 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



## 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](http://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: \_\_\_\_\_