

LAGUNA TECHNICAL COLLEGE



EARLY CHILDHOOD EDUCATION & ADMINISTRATION

260 S Garey Ave,
Pomona, CA 91766

ECE Hybrid Courses \$350.00 each

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

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. Our courses are all online via Zoom. A 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 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 and find the “credit card payment option” at the bottom of the “Enroll Today” tab.

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 / 2025 MASTER CALENDAR

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

TEL (909) 623-6800 * FAX 623-6114 *UPDATED ON 12/10/2024* **CLASS TIME: 9:00 A.M.**

“CELEBRATING 22 YEARS OF EXCELLENCE IN EDUCATION!”

Date	JANUARY 2025	Date	FEBRUARY 2025	Date	MARCH 2025	Date	APRIL 2025
04-05	Curriculum - ZOOM	01-02	Curriculum - ZOOM	01-02	Curriculum – ZOOM	05-06	Curriculum – ZOOM
11-12	Child Family – ZOOM	08-09	Child Family – ZOOM	08-09	Child Family – ZOOM	12-13	Child Family – ZOOM
18-19	Child Growth – ZOOM	08-09	Child Growth – ZOOM	15-16	Child Growth – ZOOM	12-13	Child Growth – ZOOM
18-19	Adult Supervision – ZOOM	15-16	Infant/Todd – ZOOM	22-23	Infant/Todd – ZOOM	19-20	Easter Weekend Holiday
25-26	Infant/Todd – ZOOM	22-23	Child Health, Safety – ZOOM	29-30	Administration – ZOOM	26-27	Infant/Todd – ZOOM
25-26	Administration - ZOOM	22-23	Administration – ZOOM	29-30	Child Health, Safety- ZOOM	26-27	Child Health, Safety – ZOOM
Date	MAY 2025	Date	JUNE 2025	Date	JULY 2025	Date	AUGUST 2025
03-04	Curriculum – ZOOM	31-01	Curriculum – ZOOM	05-06	4th of July Holiday Weekend	02-03	Curriculum – ZOOM
03-04	Child Family – ZOOM	31-01	Child Family – ZOOM	12-13	Curriculum – ZOOM	09-10	Child Family – ZOOM
10-11	Mothers Day Holiday Weekend	14-15	Child Growth – ZOOM	12-13	Child Family – ZOOM	16-17	Child Growth – ZOOM
17-18	Child Growth – ZOOM	21-22	Infant/Todd – ZOOM	19-20	Child Growth – ZOOM	23-24	Infant/Todd – ZOOM
17-18	Adult Supervision – ZOOM	28-29	Child Health, Safety – ZOOM	19-20	Child Health, Safety – ZOOM	30-31	Child Health, Safety – ZOOM
24-25	Infant/Todd – ZOOM	28-29	Administration – ZOOM	26-27	Infant/Todd – ZOOM	30-31	Administration – ZOOM
24-25	Administration – ZOOM			26-27	Administration – ZOOM		
Date	SEPTEMBER 2025	Date	OCTOBER 2025	Date	NOVEMBER 2025	Date	DECEMBER 2025
06-07	Curriculum – ZOOM	04-05	Curriculum – ZOOM	01-02	Curriculum – ZOOM	06-07	Curriculum – ZOOM
13-14	Child Family – ZOOM	11-12	Child Family – ZOOM	08-09	Child Family – ZOOM	06-07	Child Family- ZOOM
13-14	Adult Supervision – ZOOM	11-12	Child Growth – ZOOM	15-16	Child Growth – ZOOM	13-14	Child Growth – ZOOM
20-21	Child Growth – ZOOM	18-19	Infant/Todd – ZOOM	22-23	Infant/Todd – ZOOM	13-14	Adult Supervision – ZOOM
27-28	Infant/Todd – ZOOM	25-26	Administration – ZOOM	22-23	Administration – ZOOM	20-21	Infant/Todd – ZOOM
27-28	Administration - ZOOM	25-26	Child Health, Safety – ZOOM	29-30	Thanksgiving Holiday Weekend	20-21	Child Health, Safety – ZOOM
						27-28	Christmas Holiday Weekend

Email Us at Lisa@lagunatechcollege.com, and/or Alyssa@lagunatechcollege.com

BBB Accredited Business

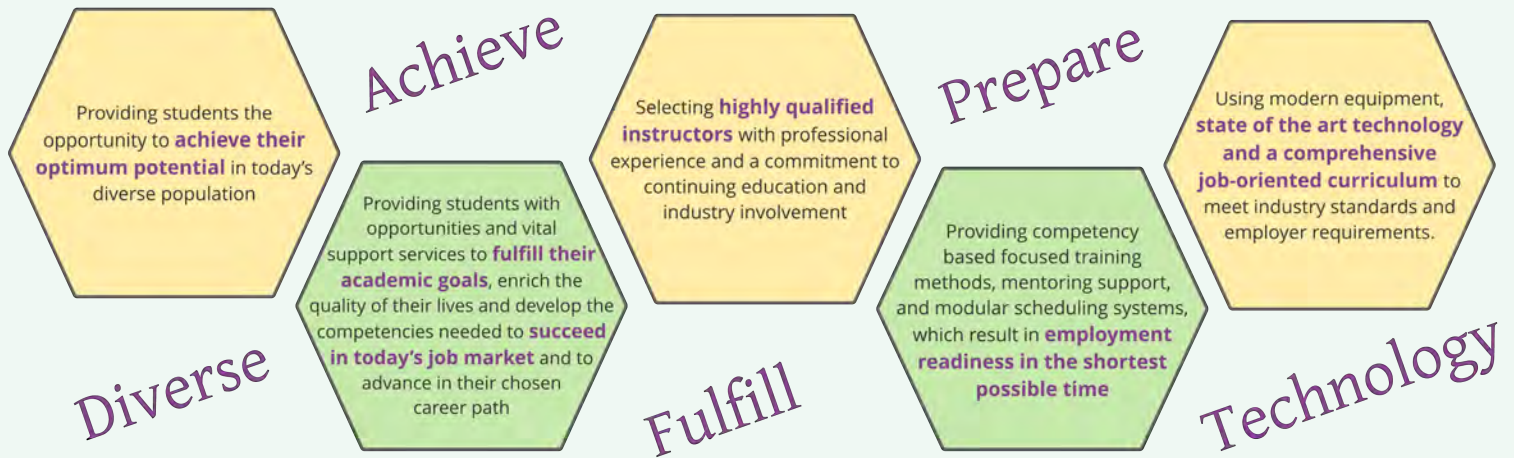




Laguna Technical College

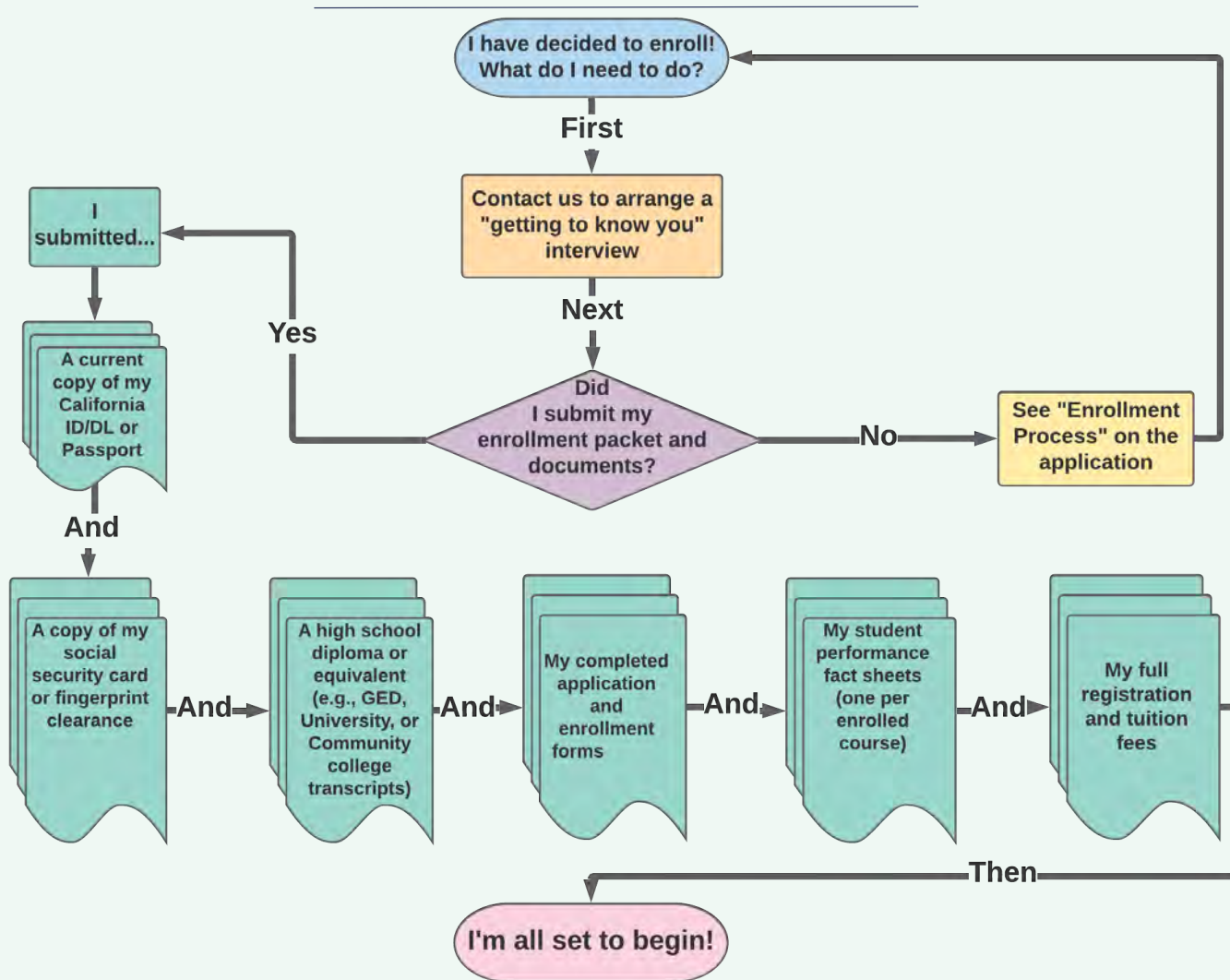
Visual Mission Statement

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





Enrollment Decision Map





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 _____ State: _____ Zip: _____

SS# _____ Birth Date _____ Driver 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: _____

Supervisor Email: _____

Address: _____

TEL : (_____) _____ FAX (_____) _____

Position: _____

Hours/Week: _____ 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: _____

Current Courses Offered: Please fill in preferred dates:

Child Family & Community	Lecture date: _____
Child Growth & Development	Lecture date: _____
Infant/Toddler Development & Care	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 5-10 business days from the date we receive your completed "Practicum Sheet and Evaluation Form".

Please note: we are unable to take responsibility for mail that has been lost.

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:

Total Cost Breakdown:

REGISTRATION FEE PER COURSE:	\$125.00
TUITON FEE PER COURSE :	\$225.00
TOTAL PER COURSE :	\$350.00

(Third Party Payer name and address)

Name: _____

Address: _____

City: _____ **ZIP:** _____

Employer Telephone #: _____ **Fax #:** _____

Supervisor Name: _____

Supervisor Email: _____

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:** _____