



City of Los Angeles Department of Recreation and Parks  
Woodland Hills Recreation Center  
5858 Shoup Ave., Woodland Hills, CA 91367  
818-883-9370

# ***EARLY LEARNER PROGRAMS***



# **PARENT HANDBOOK**



## **Program Statements**

### **PHILOSOPHY**

The Early Learner programs, Bright Beginnings, Kids in Action, ABC-123 and A Small World, are dedicated to promoting developmentally and academically appropriate opportunities for children three (3) to five (5) years of age in a positive and caring environment. Through a variety of social, academic, creative activities and projects, our goal is to give each child a sense of security, motivation, and responsibility, to develop each child's full potential. As educators, it is our intent to enhance each child's ability to create and explore through arts, cooking, community awareness, multiculturalism and special guests.

### **DISCIMINATION**

This facility is operated pursuant to civil rights laws and regulations which prohibit discrimination on the basis of age, color, handicap, national origin, race, religion, or sex.

### **RELIGIOUS**

This facility does not at any time advocate any religion's beliefs or profess any type of religious training or prayer in it's curriculum or programming.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

The City of Los Angeles, Department of Recreation and Parks is in complete compliance with the Americans with Disabilities Act (ADA). Persons with disabilities are welcome to participate in our program. Reasonable accommodations will be made with prior arrangements.

### **BEHAVIOR/SAFETY**

There is a zero tolerance policy in regards to the safety of each student at Woodland Hills R.C. There will be no fighting of any kind including pushing, hitting, biting, scratching, kicking, verbal abuse, or bullying. Woodland Hills R.C. may use written warnings to report the behavior to parents, these may result in your child being discharged from the program without a refund.



## Program Information

### AGE:

Students must meet age requirements by **September 1st** of that school year. **MUST** be three (3) years old & fully toilet trained to be enrolled in Bright Beginnings (ages 3-4). **MUST** be four (4) years old & fully toilet trained to be enrolled in ABC-123 (ages 4-5). Staff reserves the right to require a birth certificate for proof of age at any time.

### HOURS OF OPERATION:

#### **PROGRAM HOURS:**

Early Learners Program is held Tuesday thru Thursday from the hours of 9:00 am—1:00 pm

**PLEASE NOTE:** Early Learners ends at 1:00 pm. If your child is not picked up by 1:00 pm there will be a \$10.00 late pick up fee.

#### **OFFICE HOURS:**

Monday thru Friday 9:00 am– 9:00 pm

Saturday 9:00 am—5:00 pm

Closed Sunday

### REGISTRATION INFORMATION

Registration for the Early Learners Program begins every June until space is filled. Spaces are on a first come first serve basis and are limited . This is NOT a monthly class our Program runs August to May, with multiple Holiday breaks (see holiday schedule), that you have enrolled your child in.

#### **AT TIME OF REGISTRATION THE FOLLOWING IS REQUIRED:**

1. HAVE READ AND UNDERSTOOD THE PARENT HANDBOOK ENTIRELY.
2. BRING THE COMPLETED ENROLLMENT PACKET TO WOODLAND HILLS RECREATION CENTER OFFICE (5858 SHOUP AVE.) ON THE REGISTRATION DAY
3. PAY THE REQUIRED PAYMENT OF \$50.00 REGISTRATION FEE AND 1st tuition payment of \$360

### PAYMENT SCHEDULE/ DEADLINES

Our program is **NOT** a monthly class, payments are broken up on a payment schedule for your convenience. ALL payments (\$360) must be made by the due date or a late fee (\$25) will be added. Payments for the Early Learner programs are due on the **FIFTEENTH (15TH)** of each month, unless otherwise noted. Any balance on your account must be paid by the final payment (May) due date or your child cannot attend until it is paid. Failure to pay on time may risk my child's position in the class being dropped and replaced. **No payment** will be collected for the months of August and December for your convenience. WHRC is not responsible for reminding you to pay. **LATE FEES WILL NOT BE WAIVED.**

### TUITION FEES AND CHARGES

<b>\$50.00</b>	ONE TIME REGISTRATION FEE for school year, <b>NON-REFUNDABLE</b>
<b>\$360.00</b>	MONTHLY INSTALLMENT PAYMENT
<b>\$180.00</b>	VACATION/ EXTENDED ABSENCE FEE PER MONTH. <b>NO EXCEPTIONS</b>
<b>\$25.00</b>	LATE PAYMENT FEE
<b>\$10.00</b>	LATE PICK UP FEE– <b>FOR STUDENTS PICKED UP AFTER 1:00 PM</b>



**CHILD ABUSE:** Under The Mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, all City of Los Angeles Department of Recreation and Parks staff are mandated to report any suspected form of child abuse or neglect to the authorities. Harassment of any other children by any parent or family member is considered to be abuse and will be reported.

**DIETARY RESTRICTIONS:** It is the parents responsibility to inform the teacher(s) of any dietary restrictions that your child may have. Understand that you may need to provide your child with their own food/beverages during parties or events.

**DRESS CODE:** For safety purposes, **closed toed , heeled, shoes that your child can put on themselves must be worn daily. NO** pull ups or diapers.

**EMERGENCIES:** In the event of a natural disaster your child will ONLY be released to those persons that you authorized on the Emergency/Registration form and ID will be required to release your child.

**INSURANCE:** Neither the City of Los Angeles Department of Recreation and Parks nor Woodland Hills Rec. Center programs carry insurance.

**MAKE-UP DAYS:** Understand that there are NO "MAKE-UP" days for your time missed in school.

**MEDICAL INFORMATION:** If any medication or topical cream/ointment is required, please request a medical form which must be brought with the medication to the office with a picture of the child. This includes any type of cream that needs to be applied, including sunscreen.

**MEDICAL EXCLUSION:** If your child has a communicable disease, including head lice or pink eye, they will not be permitted to attend our Early Learner programs until they are medically cleared by their primary physician. If your child is sent home from the Early Learner programs due to any illness (fever, vomiting, uncontrolled diarrhea, strep-throat, etc.) they may not return to school unless they have been symptom free for 24 hours or any COVID symptoms.

**MOVIES:** Movies will be shown at some point & time during the program. Only rated G movies will be allowed to be shown. Discretion will be used in movie selection. If you do not wish your child to view any G rated movies while in our program please provide us with a written notice to be placed in your child's file.

**PARENT CODE OF CONDUCT: IT IS EXPECTED** of you to help ensure a safe and positive environment for all students, families, teachers, and staff while you are at Woodland Hills R.C. You will refrain from physical and verbal altercations and interfering behavior with students, families, teachers, staff and patrons of the park. Verbal altercations include, but not limited to yelling, harassment, bullying, and persistent negative behavior. Understand that your actions may jeopardize your child's enrollment in the Early Learner programs. You will not disrupt the flow of the class.

**PARENTAL OBSERVATION:** Although parents are welcome to observe the program at any time, for the safety and happiness of the children, parents are not permitted to linger in or around the program for extended periods of time. This period of time is determined at the discretion of the teacher and/or facility director.

**PARENTAL PARTICIPATION:** Parents are welcome to participate in the program. Parents will participate by helping teachers prepare for the school year. This period of time is determined at the discretion of the teacher and/or facility director.

**PARKING:** Understand that there is no curbside drop off or parking in red zones, staff parking or parking in handicap spots without placard displayed. Parents/guardians must accompany their child during sign in and sign out.



**PERSONAL ITEMS:** City of LA Dept. of Rec. and Parks and WHRC will **NOT** be held responsible for personal items brought to school, this includes lost or stolen items. Such items include: toys, games, cards, iPads, CELL PHONES, iPods, and handheld games. Label all lunchboxes, water bottles, spare clothing, etc. with child's name.

**PHOTOGRAPHS:** By enrolling your child into the Early Learner programs, you allow City of Los Angeles Department of Recreation and Parks (Woodland Hills R.C.) to use photographs, video tapes, and testimonials of participants for use in publicity material free of any fee or usage charge unless otherwise notified.

**RECEIPTS:** The receipts that you receive from Woodland Hills R.C. for any class payments **will** serve as proof of payment for income tax purposes. **Tax ID # 95-6000735.** **ALL** receipts should be retained, as W.H.R.C. may not provide additional copies of receipts or payment records. On your account you can request "child care statement" and that will provide you with the receipts for the year.

**REFUND POLICY:** Full refunds are only issued when the center cancels an activity and no refunds will be issued once a program has started. A 15% cancellation fee is assessed for all refunds, changes, or transfers by the Department of Recreation and Park. Classes, sports leagues, and camp registration will require a \$35 fee depending when refund was requested. Registration fees are non-refundable. No refunds will be issued one week prior to the PROGRAM start date. No refunds will be issued to patron making false statements on registration forms, such as, but not limited to, age. Written proof for request for refund with the reason will be required.

**SHADOWS/AIDES:** All shadows or aides must be fingerprinted and approved by the Dept. of Rec. & Parks. Shadows will not be allowed to attend until the Dept. of Rec. & Parks notifies us of approval. Understand that WHRC, Early Learner programs are not responsible when your child is removed from the group by shadow or aide.

**SIGN-IN & OUT:** Parents /authorized persons must sign student(s) in & out each day. Sign-in begins at 9:00 am and sign-out ends at 1:00p.m. A late fee of \$10 will be charged to the parents/guardians if a child is picked up after 1:00pm. Understand that there is no early drop off nor late pickup. Once your child is signed out they are under the supervision of the parent/guardian that signed for them and WHRC & the Dept. of Rec. & Parks is not responsible or liable for their supervision. Photo ID will be required to pick up any student. Permission must be provided in writing if you wish your child to be released to anyone other than those authorized on the registration form.

**SPLIT PAYMENT:** Parent/Guardian will be held responsible for determining payment between families who do not share a household.

**TOILET TRAINED:** Your child must be fully toilet trained. A potty trained child is a child who can do the following:

1. Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
2. Be able to pull down their underwear and pants and get them back up without assistance.
3. Be able to wipe themselves after using the toilet.
4. Be able to get off the potty by themselves.
5. Be able to wash and dry hands.
6. Be able to go directly back to the room without directions.
7. Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the bathroom.

**No pull-ups or diapers** allowed to be worn in our Early Learning Program, If your child has more than two (2) accidents by the third (3) accident we will no longer consider your child toilet trained and we will **terminate** your child's enrollment from our program. City employees cannot physically assist the child with going to the bathroom and/or clean up, including accidents.



**VACATIONS/ EXTENDED ABSENCES:** IF your child will be on vacation or is going to be absent from the program for two (2) consecutive weeks or more, there will be a fee of \$180.00 per month, per child that must be paid to hold your child's space. If the fees are not paid on the payment due date for that month your child will be dropped from the Early Learners Program. As the parent/guardian **you** are responsible with **communicating with the Director about your child's vacation or extended absence from our program.** You **MUST** inform the office not just your child's teacher.

**EXTENDED ABSENCES DUE TO ILLNESS:** If your child is absent for 3 weeks ( 9 consecutive days or more ) provide a note from a licensed physician for fees to be waived.

**PARENT CONFERENCES:** As needed, the Director will schedule an appointment with the parent and teachers to discuss your child's progress, development, or behavior. Also, as the parent you may stop by the office or schedule an appointment at any time to discuss any issues you may have regarding your child or our program.

**CALLING IN YOUR CHILD'S ABSENCE:** It would be very helpful if you are able to call or email your child's absence to the center. Please state your child's name, reason for the absence, and the length of this absence.

**LOST AND FOUND:** Any personal belongings left by your children at the end of the day will be placed in the lost and found designated area.

**FIRST AID:** We are only allowed to do "Band-Aid" first aid and ice packs. If your child is having a medical emergency we will call 911 immediately and then notify the parents of any serious illness or injury more serious than minor cuts or bruises. Any injury above the shoulders will result with a phone call home to inform the parents.

**SICK CHILDREN:** If your child is sent home due to a fever they must be 24 hours without a fever before returning back to school. If your child does NOT feel well please do NOT bring them to school.

**FOOD RESTRICTIONS:** If your child has any allergies or food restrictions please inform the office and the teachers. With food restrictions you may be required to provide your child with food during celebrations.

**ADDITIONAL CLASSES:** We offer additional classes, Kids in Action and A Small World that you are able to enroll your child in. These classes run along with our Fall, Winter, and Spring sessions. It will be one (1) day a week 9:00 am to 1:00 pm.



## Discipline policy

### **UNACCEPTABLE BEHAVIOR :**

- Fighting , profanity, disruptive behavior, immoral conduct or degrading remarks will not be tolerated.
- Disrespect towards any staff member will not be tolerated.
- Destruction or vandalism of any Early Learners or WHRC materials or property will not be tolerated.
- Stealing from any staff member or fellow children will not be tolerated
- Biting, hitting, scratching, punching, stabbing, etc. or threatening any staff member or fellow children will not be tolerated.

### **RULES:**

- Always play fair, have fun, and stay safe. We don't want to see you are anyone getting hurt.
- Always use your words to communicate (never resort to physical violence to handle any situation).
- Always be polite and treat others the way you would like to be treated.
- Always listen to your teachers.
- Always tell your teacher when you are having any problems you cannot handle on your own. The teachers are there to help you and are there for your safety
- Always ask a teacher for permission when you need to go somewhere. You are never to leave the presence of your teachers and are to never go anywhere alone. You must be accompanied by teacher at all times.

**DISCIPLINE PROCEDURE:** In the event your child does not follow our rules and guidelines, the redirection policy will be implemented as follows: **\*\*Staff may use their discretion as to how many verbal warnings and redirection periods will be issued before an office visit and conference with the Director In Charge.\*\***

1. The teacher will discuss with the child and try and help them understand what they did is not okay, think about why they did it, and what they think can be done next time to avoid the same problem or related problems.
2. The child will be redirected to another activity. **NO FORM OF CORPORAL PUNISHMENT IS PERMITTED BY ANY STAFF MEMBER AT ANY TIME**
3. For continued breaking of rules, the child will receive a Discipline Notice. At this time, a meeting with the Early Learners Director, teacher, child and parent may be needed to discuss the problem.
4. **Discipline Notices** received by a child can lead to the child being **terminated** from the program. Parent conferences may be held to discuss the problem. A child may be suspended or terminated from the program at the Directors discretion.



# Early Learner Programs

## 2024-2025 Calendar



### JUNE

Thurs., 6/6 Registration Opens

At time of registration for Early Learner programs the month of Sept. (\$360) & registration (\$50) fee is due.

### AUGUST -No Payment

Tues., 8/20 First Day of Instruction

### SEPTEMBER

Mon., 9/2 Labor Day- Closed

### OCTOBER

Mon., 10/14 Indigenous Peoples Day- Closed

Tues., 10/15 PAYMENT DUE

### NOVEMBER

Mon., 11/11 Veterans Day- Closed

Fri., 11/15 PAYMENT DUE

11/26-11/28 Thanksgiving Recess- No Instruction

11/28-11/29 Thanksgiving- Closed

### DECEMBER—No Payment

Tues., 12/3 Instruction Resumes

12/17-1/2 Winter Recess- No Instruction

Mon., 12/25 Closed

### JANUARY

Mon., 1/1 Closed

Tues., 1/7 Instruction Resumes

Wed., 1/15 PAYMENT DUE

Mon., 1/20 Martin Luther King Day- Closed

### FEBRUARY

Sat., 2/15 PAYMENT DUE

Mon., 2/17 Presidents Day- Closed

### MARCH

Sat., 3/15 PAYMENT DUE

Mon., 3/31 Cesar E. Chavez Day- Closed

### APRIL

Tues., 4/15 PAYMENT DUE

4/15-17 Spring Break- No Instruction

Tues., 4/22 Instruction Resumes

### May

Thurs., 5/15 PAYMENT DUE

Mon., 5/26 Memorial Day- Closed

Wed., 5/28 Last Day of Instruction

Thurs., 5/29 Graduation (for appropriate class)

Save this calendar for your payment schedule, any fees not paid on due date will get a late fee added that you are responsible for.

Subject to Change

## HOW TO MAKE A PAYMENT

- Step 1. Sign in to your account
  - Step 2. Click on “MY PROFILE”
  - Step 3. Select “PAY OLD BALANCES”
  - Step 4. Then select “SELECT ALL”
  - Step 5. Then select “ADD TO CART”
- Then you will proceed from there.





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## EARLY LEARNER PROGRAMS

# Admission Agreement

I have read and understand the Admission Agreement and policies of Woodland Hills Recreation Center's Early Learner Programs- Bright Beginnings and ABC 1-2-3. I hereby agree to abide by all the mentioned polices & practices and further understand that transgression of any policy is cause for immediate expulsion from the program without refund.

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Parent/Guardian Name (print)

SIGNATURE

Date

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Child(ren)'s Name (PRINT)