

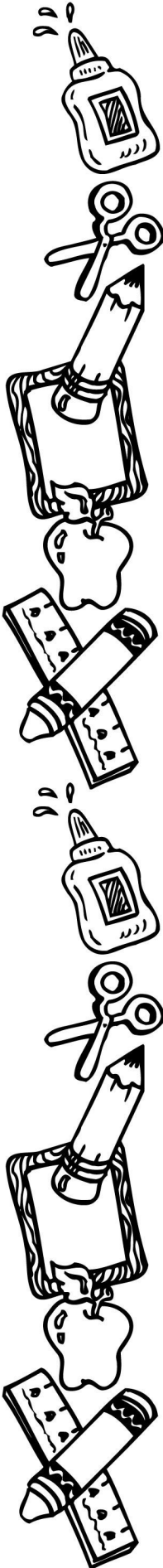
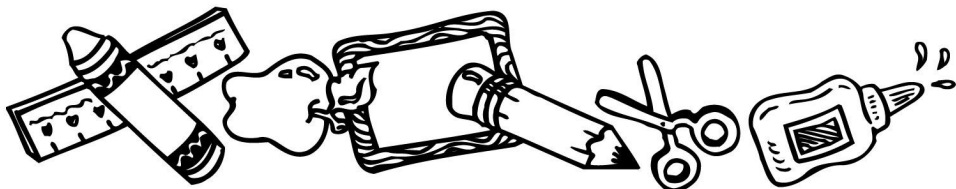
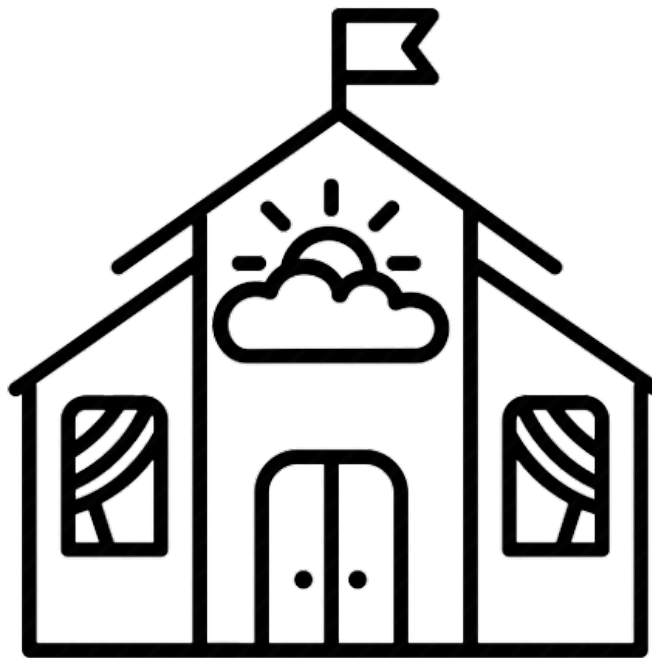
City of Los Angeles Department of  
Recreation and Parks

## **WINNETKA RECREATION CENTER**

8401 Winnetka Avenue, Winnetka, C.A. 91306  
Phone: (818) 756-7876 Email: [winnetkarecreationcenter@lacity.org](mailto:winnetkarecreationcenter@lacity.org)

# **PRESCHOOL HANDBOOK**

**2023 - 2024**



## **WELCOME**

Welcome and thank you for choosing Winnetka Recreation Center for your child's preschool needs. We are confident that through our positive, encouraging, spirited staff members and fun-filled learning activities your child will have great memories and experiences that they will carry with them throughout their lives. Please take the time to read through the entire handbook and familiarize yourself with the information. We hope after reading through the handbook, you will have a complete understanding of how our program operates.

## **PROGRAM INFORMATION**

Winnetka Pre-K focuses on getting your child on track for a successful academic career. We specialize in meeting your child's needs regardless of where they may be in their personal development. We understand that all children need to explore and interact with their environment in order for learning to take place. Children begin to explore at an early age and understand their world through play. We believe that it is important to understand developmental stages and make necessary adjustments to ensure optimal learning. This is done through play and other meaningful activities. Our primary goal is to prepare your child(ren) for both Kindergarten and life long learning.

### **AGES:**

Children must be between the ages of 3 - 5 years and fully potty trained.

### **PRESCHOOL HOURS:**

Preschool is held Monday through Thursday from 9:00am - 12:00pm  
Please drop off between 9:00am - 9:15am (as we lock the main door)  
Pick-up is at 12:00pm sharp.

### **PLEASE NOTE:**

Preschool ends at 12:00pm **SHARP** If your child is not picked up by 12:00pm there will be a \$1.00 late fee for every minute (1 minute) late, over and above all fees (per child).

**THIS FEE MUST BE PAID WHEN YOUR CHILD IS PICKED-UP**

## **REGISTRATION INFORMATION**

Registration for preschool is on-going through March. Spaces are on a first come, first serve basis and are limited per day. Preschool is open year round. With the exception of summer, winter, spring, and Holiday breaks.

## At time of Registration you must:

1. Have read the parent information handbook entirely.
2. Bring the completed registration application (form).
3. Bring the required payment that is due (cash must be exact change)
4. Register in the Recreation Center Office (located in the gym) at  
8401 Winnetka Ave., Winnetka C.A. 91306

## MONTHLY FEES

\*Sept: \$220 (due 8/31/23)

\*Oct: \$220 (due 9/29/23)

\*Nov.: \$165 (due 10/31/23)

\*Dec.: \$110 (due 11/30/23)

\*Jan. \$220 (due 12/15/24)

\*Feb. \$220 (due 1/31/24)

\*Mar. \$220 (due 2/29/24)

\*April \$165 (due 3/30/24)

\* May \$220 (due 4/30/24)

## HOLIDAYS OBSERVED

Winnetka Recreation Center and Preschool closes observing the following Holiday (unless otherwise noted):

\*New Year's Day

\*Martin Luther King Jr. Day

\*President's Day

\*Cesar Chavez Day

\*Memorial Day

\*Labor Day

\*Indigenous Day

\*Veteran's Day

\*Thanksgiving

\*Christmas

## PAYMENTS

Payments are due in advance. If we do not receive your child's tuition fee and late fee in a timely manner, your child may be dropped from the program. If we have a waiting list, your child(ren) **MAY LOSE THEIR SPACE** from the program and we will accept the first child off the waiting list. All days must be paid in full including days missed due to illness, holidays, trips or school days off.

Please make all checks or money orders payable to:

**L.A. City, Department of Recreation and Parks**

Payments may be made online. Please see the parks brochure for information on how to make online payments.

## **REFUND POLICY**

There are absolutely no refunds, transfers or make-ups on registration fees, or missed days. The number of children registered in our program determines our staffing, supplies, materials, and equipment purchased. Transfers or refunds may be issued ONLY for long-term illnesses (4 consecutive school days or more), provided that we receive a note from a licensed physician within 3 days after illness. A 15% administrative fee will be assessed for any patron granted a refund. No full refunds will be issued unless the program is cancelled by the Preschool Staff running the program. Please allow 2 -4 weeks for precessing of refunds via credit cards 8 - 10 weeks for processing of refunds made by cash and or checks.

## **INSURANCE**

Neither Winnetka Preschool, Winnetka Recreation Center, nor L.A. City Department of Recreation and Parks carry insurance. All patrons must be responsible for providing their own insurance policy.

## **PROGRAM ACTIVITIES**

All activities other than field trips will occur at our Winnetka Child Care Center. All activities are age appropriate and fun-filled. Including but not limited to creative play, sports, arts and crafts, songs, science, nature walks, dramatic play, special centers, multi-cultural activities, movies, special guests, and much more.

\*Activities and schedules are subject to change without prior notice.

## **WHAT YOUR CHILD SHOULD BRING**

- Please have your child wear closed toe shoes with velcro or slip on shoes. No sandals, heels or laced shoes, unless your child can tie them on their own.
- Seasonal and school appropriate clothing is required on a daily basis. If a girl wears a dress please make sure they wear short underneath.
- A change of clothes (shirt, pants, socks and underwear) should be placed in a large zip lock bag with the child's name on it. This will be kept at the center, in case of an accident. These will remain in their cubby.

## **SACK LUNCHES**

We will be asking parents to bring a small sack lunch everyday. Please make sure your child does NOT bring any junk food, soda, chips, candy, etc.

## **TOYS and GAMES**

We provide all of the toys, games, and equipment for your child to use and play while signed into our program. We will allow children to bring ONE toy on show and tell days.

## CURRICULUM

"Help us, Help You"

When a child begins our program, they will be observed and evaluated. Based on the teacher's assessment, children will be placed into the following groups:

Purple Group: 3-4 year olds

Blue Group: 4-5 year olds

Children will be divided into groups based on their cognitive development and motor skills. Classwork will be given Monday - Thursday. Homework will be assigned every Tuesday and Wednesday. Groups are not permanent and children may be moved around if necessary. If you have any concerns about your child's group and/or progress please speak with a teacher.

## SIGN-IN & OUT POLICY

State law requires a full signature when signing your child in and out. Do not drop your child off and leave them without signing them in. Each parent/guardian (on the emergency list) has the right to pick up his/her child at any time, unless otherwise stated (due to your order on file).

Only authorized adults (18 years and older) whose names are on the pick-up emergency form will be allowed to pick up your child. If their names do not appear on the list, they will under **NO CIRCUMSTANCES** be allowed to leave the facility with your child. It is your responsibility to update your child's pick-up list s needed with the names and phone numbers. Written permission must be provided if you wish your child to be released to anyone other than those authorize on the registration form. The parent/guardian, must personally drop off the written notice to a staff member. Preschool staff will deny the release of a child if the pick up person appears to be under the influences of alcohol or any illegal substance. We will call someone else on the emergency list to pick up that child. If necessary LAPD may be notified. This is for your child's safety and welfare.

## CHILD ABUSE

Under Mandatory Child Abuse and Neglect Reporting Act, California Penal Code 11161.5, all preschool staff are mandated to report any SUSPECTED form of child abuse to the proper authorities. **HARASSMENT OF ANY OTHER CHILDREN BY ANY PARENT OR FAMILY MEMBER IS CONSIDERED TO BE CHILD ABUSE, AND WILL BE REPORTED.**

## PLAYGROUND SAFETY GUIDELINES

1. All children must keep sand in the sandbox. No throwing of sand
2. All children must keep their hands to themselves
3. All children must stay with the group at all times.
4. All children must slide down the slide, feet first, only.

# CENTER GUIDELINES

## CHILDREN GUIDELINES

1. Only teachers are allowed in the cabinets, closets, supply rooms, and kitchen (unless given permission by a teacher).
2. Children are only allowed to put belongings in their own cubby.
3. No profanity is permitted at any time.
4. Children will use designated playground only when accompanied by the teachers.
5. Children must keep hands and all of their other body parts to themselves.
6. No harassment of other children.
7. No disrespect of any type shown to staff (teachers).
8. No unfair play and abuse.
9. Children must follow directions at all times.
10. Children are not to remove any materials or equipment of any type from the center at anytime.

## DISCIPLINE POLICY

The goal of Winnetka Preschool is to provide each child a well-rounded positive experience and make sure we take all steps possible for the safety and well being of every child in our program. If rules are followed, your child's experience and enjoyment will be greatly enhanced.

## DISCIPLINE PROCEDURE

In the event a 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 redirections will be issued before an office visit and conference with the preschool director takes place\*\***

1. Teachers will discuss with the child and try to get them to understand what they did wrong, think about why they did it, and what they think can be done next time to avoid the same problem or related problem (issue).
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 or sad gram. At this time a meeting with the preschool director, the teacher, the child and the parent may be needed to discuss the problem.
4. Four **DISCIPLINE NOTICES** received by a child will lead to the child being terminated from the program. Parent conferences will be held to discuss the problem. A child may be suspended or terminated from the program for the following:
  - Constant harassment of other children (includes fighting)
  - Disrespect in any manner to teachers or other patrons
  - Constant use of profanity or abusive language
  - Endangering the health and safety of other children and teachers

# HEALTH HISTORY AND ILLNESS POLICY

## HEALTH HISTORY / IMMUNIZATION

We will need a copy of your child's current immunization records. We will also need a health history report including any specific problems and needs that your child may have such as allergies, illness, behavioral problems, etc. as well as any prescribed medication your child is taking.

## SICK CHILDREN

Most children with a mild illness can safely attend preschool. However, a child may be too sick to attend if:

1. The child does not feel well enough to participate comfortably in the program's activities.
2. The staff cannot adequately care for the sick child without compromising the care and safety of the other children.
3. The child has any of the following symptoms:
  - \*Fever accompanied by behavior change and other signs or symptoms of illness, i.e. the child looks and acts sick.
  - \*Signs or symptoms of possibly severe illness: i.e. persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy, pink eye, chicken pox, covid-19, etc.

Any child with a communicable disease, including head lice, will not be admitted to child care without a doctor's release.

**PLEASE NOTE:** A child who has been found to have head lice will be readmitted to the program twenty four (24) hours after the treatment has been initiated.

## MEDICAL TREATMENT CONSENT

The center will immediately call the paramedics and notify the parents of any serious illness or injury more serious than minor cuts, scrapes, or bruises. Parents must sign a Medical Consent Treatment Form upon enrollment of their child in the event that such a need ever arises. Parents/guardians are responsible to take their children in for medical or dental care in a minor emergency when paramedics are not needed, and are financially responsible for them.

## MEDICATION/MEDICAL AWARENESS

We should be notified and aware of any medication, medical exceptions, limitations or problems concerning any child attending our program. We do not administer, assist a child to administer or store any type of medication at the Child Care Center at any time.

## EXCLUSION PERIOD

### EXCLUSION FROM PRESCHOOL

1. Child is unable to participate comfortably in center activities
2. Child has an illness which is resulting in a greater care need other than the child care staff can provide.
3. Child has conjunctivitis (pink eye).
4. Child has diarrhea (uncontrolled).
5. Child has head lice, scabies, or other infestation.
6. Child has impetigo
7. Child has strep throat or other Streptococcal infection or scarlet fever.
8. Child has been vomiting
9. Child has pertussis (whooping cough)
10. Child has mumps
11. Child has unidentified rash, accompanied by fever or behavior change.
12. Child has a fever of 100 degrees and has behavior changes or other without symptoms or illness.
13. Child has mouth sores
14. Ring worm
15. Chicken Pox
16. Covid-19

### EXCLUSION PERIOD

- When able to participate comfortably.
- When able to participate comfortably.
- 24 hours after the treatment is initiated
- 24 hours after the treatment is initiated.
- 24 hours after the treatment is initiated
- 24 hours after the treatment is initiated
- 24 hours after the treatment is initiated
- 24 hours after the treatment is initiated
- 24 hours after the treatment is initiated
- 7 days after initiating antibiotic treatment
- 9 days after onset of gland swelling
- Until rash is diagnosed by a Doctor
- Until fever is below 100 degrees
- Doctor diagnoses in writing the condition is non-infectious.
- May return to preschool if child is under treatment
- 6 days after onset
- At least 10 days after symptoms began



## **CONDITIONS OF A TERMINATED AGREEMENT**

### **THIS PRESCHOOL AGREEMENT WILL BE TERMINATED IN THE EVENT OF:**

1. Non-payment of preschool fees
2. Non-payment of preschool fees during absence periods
3. Behavior which results in repeated disregard or discipline of rules.
4. Endangering the health and safety of other children and / or staff.
5. Fighting
6. Constant harassment of other children or staff
7. Upon the fourth (4th) late pick-up without prior notice or call
8. Upon receiving multiple discipline notices

## **EMERGENCIES AND UNUSUAL CIRCUMSTANCES**

### **EMERGENCY PROCEDURES**

Please supply us with your current cell phone, home or work phone numbers along with address, and the names and phone numbers of those people you authorize us to contact to pick up your child if you cannot be reached in case of an emergency. Earthquake and fire drills will be practiced regularly so that everyone will know exactly what to do during such emergencies.

Discuss with the preschool director the relocation site if any emergency or disaster requires relocation of the children and staff. It is advisable to discuss emergency family plans with your children. This should include arrangements to be made in case you or your designated person are unable to get to the center.

### **Natural Disasters (Earthquakes, Fires, Etc.)**

In the event that a natural disaster should occur during the preschool program hours of operation, staff will remain on the premises until all children are picked up. Your child will be released only to those persons authorized on the emergency forms.

### **Community Emergencies**

These types of emergencies will be handled on a case by case basis. We will work directly with the L.A.P.D. and Recreation Supervisors for updates, instructions, and procedures we are to follow.

## **FIRST AID**

### **Band-Aid First Aid**

Typically, the most common type of first aid used at our preschool is band aid use. If something serious should happen, staff is instructed to remain calm, calm the child or children. Staff will inform parents of all injuries that take place during preschool hours either verbally or in writing.

# Winnetka Recreation Center

8401 Winnetka Ave., Winnetka, CA 91306

Office: (818) 756-7876 Email: winnetka.recreationcenter@lacity.org

## PRE-KINDER REGISTRATION FORM

Please write clearly in black or blue ink

Child's Name \_\_\_\_\_ Age \_\_\_\_\_ Birthday \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mother/Guardian's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Father/Guardian's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email: \_\_\_\_\_

Any Special Needs, Allergies or Medications \_\_\_\_\_

### IN CASE OF EMERGENCY:

Physician Name \_\_\_\_\_ Phone \_\_\_\_\_

Medical Plan \_\_\_\_\_ Insurance# \_\_\_\_\_

### ADDITIONAL PERSONS AUTHORIZED TO PICK UP MY CHILD AND WHO MAY BE CALLED IN CASE OF EMERGENCY:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

### ANY SPECIFIC PERSON NOT AUTHORIZED TO PICK UP MY CHILD

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

### Liability Waiver:

I hereby release the City of Los Angeles, its officers, agents and employees from any and all claims and causes of action which I may have or claim to have relating to my child's participation in any all PreKinder activities, which include but are not limited to: sports, games, swimming, use of play equipment and field trips.

I acknowledge that there is a risk of bodily injury in all such activities. I also hereby give my consent to such participation. I understand that the City of Los Angeles, the Department of Recreation and Parks, their officers, agents and employees are not liable for any injury, loss or damage to property incurred during my child's participation in the above described activities.

Parent/Guardian Signature \_\_\_\_\_

**Consent of Emergency Medical Treatment**

I hereby give consent to Winnetka Recreation Center to obtain emergency medical or dental care prescribed by a duly licensed physician, osteopath, or dentist for my child. This care may be given under whatever conditions are necessary to preserve the life, limb or well being to my child.

Parent/Guardian Signature \_\_\_\_\_

**Payment Consent:**

I agree to drop off my child at the designated time of 9:00 am and pick up my child at the designated time of 12:00 pm. If my child arrives earlier or stays later, I agree to pay the fee of \$ per minute.

Parent/Guardian Signature \_\_\_\_\_

**Photograph/Video Release**

I hereby give permission to the City of Los Angeles, Department of Recreation and Parks to photograph and/or videotape my child. The sole purpose of these photos and/or videos is for publication, advertisement, and exhibition of services offered by the City of Los Angeles, Department of Recreation and Parks. (We post photos and videos on our Instagram (@Winnetka\_Pre\_K) We post in order to promote our program.

Parent/Guardian Signature \_\_\_\_\_

**Please Initial Each Item and sign below.**

- 1. \_\_\_ Every Parent/guardian or designated person must sign the child in and out with their full signature each day. State law forbids any person to pick up a child unless their name is on the authorization list. Any person picking up your child must have I.D. available to present upon the request of staff.
- 2. \_\_\_ Fees for services are due in advance. If the fee is not paid on said agreed date, the Facility Director has the right to refuse services for the child, without notice.
- 3. \_\_\_ A child will be terminated from our program if there are severe and continuous violations of our class rules. The parent will be informed if and when these violations occur and may be asked to attend a day with their child to observe behavior. Termination occurs to ensure the safety of ALL students.
- 4. \_\_\_ Winnetka Programs will be closed on all holidays observed by the City of Los Angeles. Advance notice will be given.
- 5. \_\_\_ Parents are to give prompt notice of any change of address and telephone numbers.
- 6. \_\_\_ Do not bring a child to a program with a CONTAGIOUS ILLNESS OR FEVER.
- 7. \_\_\_ Children must be picked up by 12:00pm or pay the fee of \$ per minute.

THANK YOU FOR TAKING THE TIME TO READ THE ABOVE.

I agree to all items listed above unless stated in writing.

Parent/Guardian Signature \_\_\_\_\_