

CITY OF LOS ANGELES DEPARTMENT OF RECREATIONS & PARKS



# MASON RECREATION CENTER

(818)998-6377 / mason.recreationcenter@lacity.org



# Little Cubs PRE-KINDER

# PARENT HANDBOOK



Program subject to change or cancellation.  
Persons with Disabilities are welcome to participate in our programs.  
Reasonable accommodations will be made with prior arrangements.



# Welcome!

Welcome and thank you for choosing Mason Recreation Center for your child's Pre-Kinder 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.



## Philosophy

It is our philosophy to provide a safe, caring and academic environment in which children 3-5 years old can gain confidence and acquire skills that will allow them to prosper in this setting, in kindergarten and beyond. Our Pre-Kinder Program focuses on all aspects of creative learning. Circle time, music, movement, dramatic playing and group games are a favorite part of each day. Hands on activities in letter, number, shape and color recognition as well as simple math and STEM activities encompass exciting monthly / weekly themes. Children are encouraged to make choices for themselves, use their verbal skills, make friends, cooperate with others, and learn how to follow directions.

## Anti- Discrimination Statement

This facility is operated in compliance to civil rights laws and regulations which prohibits discrimination on the basis of race, age, sex, sexual orientation, handicap, religion, or national origin. The L.A City 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 programs. Reasonable accommodations will be made with prior arrangements.



# Staff Information

## Little Cubs Pre-Kinder Teachers:

Mrs. Lily Valadez

Miss. Maria Diaz



## Mason Recreation Center Staff

William Rivas, Facility Director

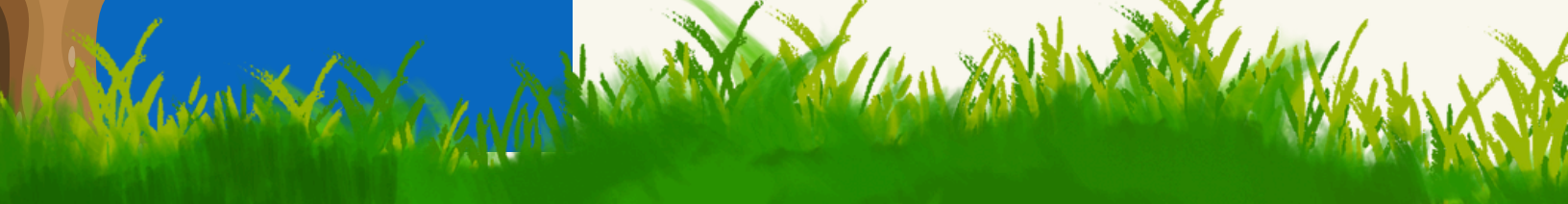
Dara Tabibian, Recreation  
Coordinator

Please reach out to us with any  
questions or concerns you may have  
at (818)998-6377 or  
[mason.recreationcenter@lacity.org](mailto:mason.recreationcenter@lacity.org)

Office Hours:

Monday - Friday 9:00am-9:00pm

Saturday 9:00am-5:00pm



# Program Information

## Ages Served

Children Must be between the ages of 3-5.  
Children MUST be at least three (3) years of age  
and are FULLY POTTY TRAINED.

## HOURS OF OPERATION

Little Cubs Pre- Kinder Class is held Monday -  
Thursday from 9:00am- 12:00pm

## REGISTRATION INFORMATION

Registration for Pre-Kinder is on-going. Spaces  
are on a first come first serve basis and are limited  
per month. Pre-Kinder is open year round with the  
exceptions of Summer, Winter, Spring, and  
Holiday breaks.

### **At time of registration you must:**

1. Have read the Handbook entirely.
2. Bring the completed registration application.
3. Bring a copy of your child's Birth Certificate and  
current Immunization Records.
4. Bring a current photo of your child (this will be  
placed in their file for identification purposes only).
5. Bring the required payment of \$40 NON-  
REFUNDABLE Registration Fee and the monthly  
fee that is due.
6. Register in the Recreation Center Office at  
10500 Mason Avenue, Chatsworth, CA 91311 or  
register online at  
[www.laparks.org/reccenter/mason](http://www.laparks.org/reccenter/mason)

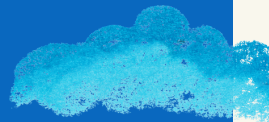


“Play is the  
highest form  
of research”-  
Albert  
Einstein





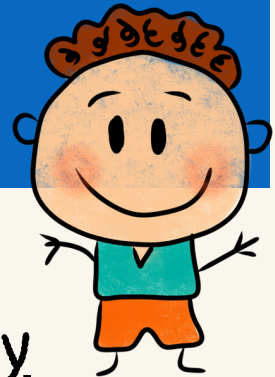
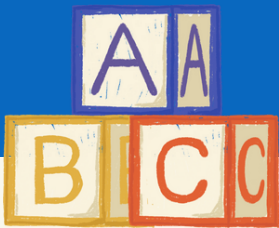
## FEES and PAYMENT



A \$40 non-refundable one time fee is required for registration. Monthly tuition of \$300 is due the week before the start of the new month. All fees must be paid in FULL, prior to the month your child is attending the pre-kinder program. 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.

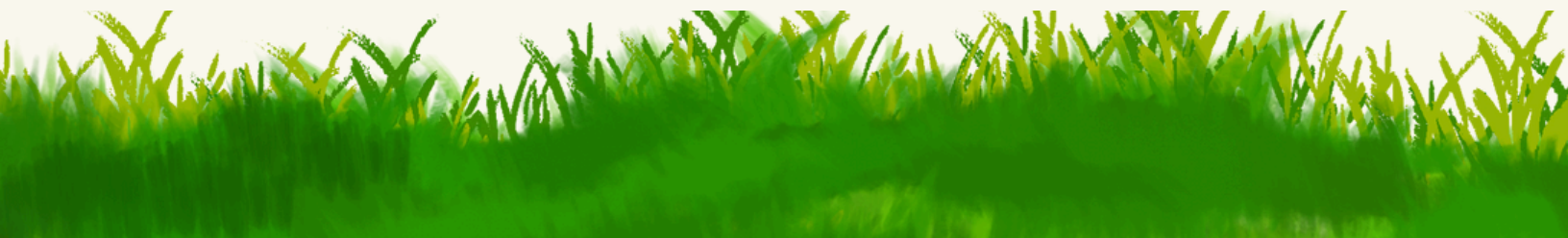
All payments must be completed online at [www.laparks.org/reccenter/mason](http://www.laparks.org/reccenter/mason)  
Online payment option are by using credit card (Master Card or Visa)

Please retain all receipts for your records and tax records. We do not issue duplicate receipts.



## Mason Recreation Center 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 (12 consecutive school days or more), provided that we receive a signed note from a licensed physician within 1 week after illness. No full refunds will be issued unless the program is cancelled by the Pre-Kinder Program. All refund requests must be submitted by email . Allow 8 - 10 weeks for processing of refunds. A 15% administration fee will be accessed for any patron granted a refund.



# Example Daily Schedule

9:00am - 9:25am- Drop off/Manipulatives

9:25am-9:35am- Circle Time/songs/calendar

9:35am-9:40am- Music & Movement

9:40am-10:00am- Clean up/playground

10:00am-10:30am-Wash up/Lunch

10:30am-10:45am- Curriculum/storytime

10:45am-11:15am- Educational rotations

Worksheets/arts & crafts

11:15am-11:40am- Free choice Group

Activities/dramatic play

11:40am-12:00pm Closing circle/music/ Pick up

## PROGRAM ACTIVITIES

All activities, other than field trips will occur at Mason Recreation Center. All activities are age appropriate and fun-filled including; creative play, sports, arts & crafts, songs, science, nature walks, drama, special interest centers, multi-cultural activities, movie, cooking, special guests, field trips, and much more!

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



# DROP-OFF INFORMATION

- When you bring your child to pre-kinder you must sign them into the appropriate class and clipboard. All children must be signed in by a parent/guardian daily with the time and a full signature.
- If your child's name does not appear on the daily sign-in sheet please report to the office for assistance, you are NOT permitted to add your child's name onto the sheet.
- Parents should stay no longer than 10 minutes when dropping off child., unless Little Cubs Pre-Kinder is hosting a special event.

## WHAT YOUR CHILD SHOULD BRING/WEAR TO CLASS

1. Wear closed-toed shoes with rubber soles at all times. Play is an important part of the curriculum: clothing and shoes should be comfortable and practical.
2. Please dress your child in clothing that allows them to use the restroom as independently as possible.
3. Bring an extra complete change of clothes including socks and underwear. If your child has a bathroom accident where they need to change their clothing, please take the soiled clothing home and bring a fresh set the next day. All clothing must be labeled.
4. Warm clothing, jacket, sweater, umbrella when needed for cold or rainy days.
5. A healthy LUNCH and a personal water bottle that is easy for the child to eat/drink on his/her own. We are a NUT-FREE environment.
6. We provide equipment with which to play and learn. Children should NOT bring in personal TOYS.

**PLEASE LABEL  
YOUR CHILDS  
BELONGINGS!**



## SIGN-OUT PROCEDURE

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 name does not appear on the list, they will under NO CIRCUMSTANCES be allowed to leave the facility with your child. It is the parents responsibility to update your child's pick-up list as 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 authorized on the registration form. The parent/guardian, must personally drop off the written notice to a staff member. Pre-Kinder staff will deny the release of a child if the pick up person appears to be under the influence of alcohol or an 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.

PLEASE NOTE: Parent/guardian, and/or anyone else picking up your child must have a picture identification ready to show any staff member who may request it. When children are being checked out, ALL staff are instructed to request the I.D. of any person at any time who may be unfamiliar to them. We apologize for any inconvenience this may cause, but it is for the safety of your child. This is a Mason Recreation Center Policy and is STRICTLY ENFORCED.

**Late Pickups: Pick up is at 12:00pm  
There is a late fee of \$1 per minute  
after 12:05pm Fee must be paid at  
there time of pickup.**

## Birthday Policy

We ask that you please inform the teachers of your desire to have your child's birthday celebration, at least a week in advance. Our birthday celebrations will be held during lunch time at 10:00am. We keep them to about 15 minutes long. This celebration consists of you providing each child with a small treat and singing "Happy Birthday to the child whose birthday it is.

If you wish to celebrate your child's birthday with our class, please bring the following that day:

- Individually wrapped small treats (i.e. cupcakes, popsicles-nut free) for each child store bought only.
- Drinks (i.e. juice boxes, milk and cups)
- One birthday candle to be lit for the birthday child and a match



"Play is frequently mentioned as a diversion from serious learning. For preschool, however, play is serious learning. "Childhood work is play." - Fred Rogers





# Program Rules

Please make sure you discuss our policies with your child and that all parents, guardian and children understand all rules and consequences.

## RESPECT

- Children must keep all body parts to themselves
- Children should use respectful language
- Children should treat classmates and teachers with respect.
- Children must follow directions at all times.
- Always tell your teachers 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.

## CLASSROOM

- Children should put their belongings in their cubbies/hooks
- Only teachers allowed into the cupboards and drawers.
- Shoes must be worn at all times.

## PLAYGROUND

- Children must stay inside the blue gates during playground time.
- Shoes must be worn at all times.
- No throwing sand.
- Parents cannot interact with their child while outside during playground

### Discipline Procedures

In the Event any of the rules are broken, consequences are as follows:  
A staff member will discuss the rule that has been broken with the child and discuss the situation.

- The child will be redirected to another activity
- If necessary a "time in" will be issued ( student will be the teacher's buddy/helper for a task/period of time.)
- For continued rule breaking, a meeting with the teachers, child, and parents will be held to discuss the problem.
- We reserve the right to dismiss a child from our program if behavior fails to improve and is continually disruptive to the classroom.



# ILLNESS POLICY

## HEALTH HISTORY / IMMUNIZATIONS

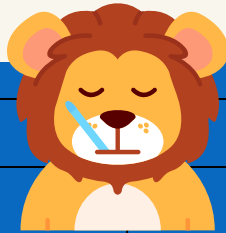
We will need a copy of your child's current Immunization records. We will also need you to complete a health history report including any specific problems and needs that your child may have such as allergies, illnesses, behavioral problems, etc. as well as any prescribed medication your child is taking.

## SICK CHILDREN

Most children with a mild illness can safely attend the pre-kinder program. 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:
  - Signs or symptoms of Covid/flu and cold, possibly severe illness; i.e., persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy, etc.

Any child with a communicable disease, including head lice, will not be admitted to child care without a doctor's release. Specific Guidelines are as follows:



CANNOT ATTEND IF ..	CANNOT RETURN UNTIL..
Child has Covid	Child has a Negative Covid Test result
Child has conjunctivitis (pink eye)	24 hours after treatment is initiated
Child has diarrhea (uncontrolled)	24 hours, free of symptoms
Child has head lice, scabies, or other infestation	24 hours after treatment is initiated
Child has impetigo	24 hours after treatment is initiated
Child has strep throat/streptococcal infection or Scarlet Fever	24 hrs after initial antibiotic treatment and cessation of fever
Child has been vomiting	24 hours, free of symptom
Child has pertussis	7 days after initiating antibiotic treatment.
Child has mumps	9 days after onset of gland swelling
Child has unidentified rash, accompanied by fever or behavior change.	Until rash is diagnosed in writing by health care provider
Chicken Pox	After sore close, w/Doctor's Note

## MEDICATION / MEDICAL AWARENESS

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



# Toilet Trained

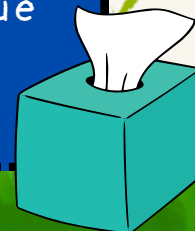
Your child must be fully toilet trained. A potty trained child is a child who can do the following:

- 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 postpone going if they must wait for someone who is in the bathroom.
- 7) No pull-ups or diapers allowed to be worn.



## DONATIONS

We always welcome donations! We especially appreciate items such as paper towels, hand sanitizer, cleaning wipes, tissues, baby wipes, toys (in good condition), children books, glue sticks, stickers, and dry-erase markers





**SEE YOU SOON!!**

Little Cubs  
**PRE-KINDER**

