



City of Los Angeles Department of Recreation and Parks

WINNETKA RECREATION CENTER

8401 Winnetka Avenue, Winnetka, C.A. 91306

Phone: (818) 756-7876

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PRESCHOOL HANDBOOK 2024-2025



WELCOME

Thank you for choosing Winnetka Recreation Center for your child's early learning education. Our primary goal is to prepare your child for a successful transition into kindergarten through various activities including but not limited to counting numbers, arts and crafts, letter recognition and memorization, play time and more. This parent handbook provides a thorough overview of our preschool program guidelines, activities and important details for this school year.

REGISTRATION & PROGRAM INFORMATION

- Registration continues throughout the school year on a first-come, first-serve basis. All parents must:
 1. Complete a Registration form for each child
 2. Pay the \$25.00 registration fees and the month your child will attend online or in our main office
 3. Copy of your child's Birth Certificate
 4. Copy of your child's immunization records
- Days: Monday – Friday (except City of Los Angeles OBSERVED holidays)
- Times: Drop-off opens at 9:00 am and Pick-up is at 12:00 pm. There is a \$1.00 late fee for every minute you are late picking up your child. This fee is due before you can drop off the next day.
- Ages: All children must be between the ages of 3 - 5 years and fully potty-trained. A copy of your child's birth certificate may be required for verification.

HOLIDAYS OBSERVED (We will be closed)

2024 Holidays	2025 Holidays
October 14 th	January 1 – January 4 th
November 11 th	January 20 th
November 25 th – November 29 th	February 17 th
December 23 rd – December 31 st	March 31 st
	May 26 th

PAYMENTS

Below is the schedule of when monthly payments are due. If we do not receive your child's fee in advance they may be dropped from the program. If we have a waiting list, your child may lose their enrollment in our program and added to the waiting list.

Payments may be made in exact cash, check to: LA City Rec and Parks, and or credit/debit card.

REFUND POLICY

There are no guaranteed refunds or credits. If a refund or credit is approved there will be an automatic 15% administrative fee charged and any additional prorated attendance fees charged. Any refund or credit request must be written and submitted in person to the main office director or by email to winnetka.recreationcenter@lacity.org. For illness a licensed physician or parent note may be required. All approved refunds will be processed within six to eight weeks in which a check will be mailed from the City of Los Angeles or refund to your original credit card.

Monthly fee will be \$180 per month.	
<u>Month</u>	<u>Due Date</u>
September 2024	8/30/2024
October 2024	9/27/2024
November 2024	10/25/2024
December 2024	11/29/2024
January 2025	12/20/2024
February 2025	1/31/2024
March 2025	2/28/2024
April 2025	3/28/2024
May 2025	4/25/2024

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

Our activities (except field trips) will occur at the Winnetka Child Care Center located at the end of our main parking lot. These include creative play, sports, arts and crafts, songs, science, nature walks, dramatic play, special centers, multicultural activities, movies, special guests, and 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.

WHAT YOUR CHILD SHOULD BRING (continued)

If your child wears a dress or skirt please make sure they wear shorts or leggings/stockings/tights 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

Children should bring a small sack lunch every day. Please make sure your child does NOT bring any junk food, soda, candy, etc.

TOYS and GAMES

We provide all of the toys, games, and equipment for your child to play while signed into our program.

CURRICULUM

We will be assessing your child's cognitive development and motor skills through daily observations, evaluations and assignments. Classwork and homework will be provided throughout the week.

SIGN-IN & OUT POLICY

Children must be escorted into the child care center and signed in by the parent or guardian every day. Please do not drop your child off and leave 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 not be allowed to leave the facility with your child. Written permission must be provided if you wish your child to be released to anyone other than those authorized on the registration form. Parents/Guardians are only allowed to make changes to the pick-up list.

Your child will not be released to any person appearing to be under the influences of alcohol or any legal substance. Another authorized person will be called as well as the LAPD if necessary for your child's safety and welfare.

CHILD ABUSE

Under Mandatory Child Abuse and Neglect Reporting Act, California Penal Code III61.5, all City employees 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.

CENTER GUIDELINES

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

DISCIPLINE POLICY

We will follow these steps when addressing behavior:

1. Verbal warning
2. Cool-down break/period (2-minutes)
3. Reviewing the rule
4. Cool-down break/period (2-minute)
5. Sad Gram (written notice to parent/guardian)
6. Meeting with teacher after 3rd Sad Gram
7. Suspension or expulsion from program

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

A copy of your child's immunization records and completion of the health history section on the registration form is required before your child's first day of school. Please inform our staff of additional allergies, behaviors or special needs your child has.

ILLNESS

If your child is sick they may not attend preschool if they are experiencing:

- Fever 100 degrees or higher
- Vomiting
- Diarrhea
- Headaches/Migraines
- Additional systems that prevent them from comfortably participating in daily programs (including but not limited to Covid-19, Mouth sores, ringworms, chicken pox, head lice, scabies, etc.)

You may be required to have a note from a licensed physician prior to your child returning back to school. For additional questions or concerns please speak with our staff or director.

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

For any serious illness or injury the paramedics will be called and you notified as soon as possible. Parents must sign a Medical Consent Treatment Form upon enrollment of their child in the event that such a need arises. Parents/ guardians are responsible to take their children in for medical or dental care in a minor emergency when paramedics unnecessary.

MEDICATION/ MEDICAL AWARENESS

Please notify us of any medication, medical exceptions, limitations or problems concerning your child. We are unable to administer or assist a child with taking medication. We are also unable to store any type of medication at the Child Care Center. We are ONLY allowed to remind your child to take their medication

EMERGENCIES AND UNUSUAL CIRCUMSTANCES

Earthquake and fire drills will be practiced regularly. For emergency or disaster requires relocation of the children and staff please speak with our park director. It is advisable to discuss emergency family plans with your children as well such as

arrangements made in case you or your designated person are unable to get to our center.

Natural Disasters (Earthquakes, Fires, Etc.)

In the event that a natural disaster should occur, our 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.

FIRST AID

Our first aid consists of band aids and ice packs. We will inform you of all injuries that take place during preschool hours either verbally or in writing. For head injuries will contact you immediately should you want to take your child to see a medical physician.

If you would like more information please contact us directly at:

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www.laparks.org/reccenter/winnetka