

City of Los Angeles Department of Recreation and Parks  
**Shadow Ranch Recreation Center**  
22633 VANOWEN STREET • WEST HILLS, CA 91307 • (818) 883-3637

**Welcome And Thank  
You For Choosing**



**Parent Handbook**

# Table of Contents

<b>Welcome</b>	<b>Page 3</b>
<b>Program Statements</b>	<b>Page 3</b>
<ul style="list-style-type: none"><li>• Philosophy, Discrimination, and Religious Statements</li><li>• Americans with Disabilities Act (ADA)</li></ul>	
<b>Program Information</b>	<b>Page 4, 5</b>
<ul style="list-style-type: none"><li>• Ages Served</li><li>• Hours of Operation</li><li>• Registration Information</li><li>• Holidays Observed</li><li>• Winter, Spring, Summer Vacation Schedules</li><li>• Fees and Charges</li><li>• Payment Schedule / Deadline</li><li>• Refund Policy</li><li>• Movies</li><li>• Insurance</li></ul>	
<b>Program Description</b>	<b>Page 6</b>
<ul style="list-style-type: none"><li>• Teacher / Child Ratios</li><li>• Activity Schedule</li><li>• Program Activities</li><li>• Lost and Found</li><li>• Toilet Trained</li><li>• Dress Code</li></ul>	
<b>Center Policies</b>	<b>Page 7, 8</b>
<ul style="list-style-type: none"><li>• What Child Should Bring</li><li>• Label Belongings</li><li>• Toys and Games</li><li>• Late Pick-ups</li><li>• Sign-in &amp; Sign-out Policies and Procedures</li><li>• Vacation / Extended Absences</li></ul>	

<ul style="list-style-type: none"><li>• Field Trip Policy</li><li>• Child Abuse</li><li>• Parent Conferences</li><li>• Absences and Fees Due</li><li>• Calling In Child Absences</li></ul>	
<b>Discipline Policy</b>	<b>Page 9</b>
<ul style="list-style-type: none"><li>• Rules</li><li>• Unacceptable Behavior</li><li>• Discipline Procedure</li></ul>	
<b>Center Guidelines</b>	<b>Page 10</b>
<ul style="list-style-type: none"><li>• Children Guidelines</li><li>• Playground Safety Guidelines</li></ul>	
<b>Health History and Illness</b>	<b>Page 11</b>
<ul style="list-style-type: none"><li>• Health History / Immunizations</li><li>• Sick Children</li><li>• Medical Treatment Consent</li><li>• Medication / Medical Awareness</li><li>• Emergencies and Accidents</li><li>• Food Restrictions</li></ul>	
<b>Exclusion Period</b>	<b>Page 12</b>
<b>Emergencies</b>	<b>Page 13</b>
<ul style="list-style-type: none"><li>• Emergency Procedures</li><li>• First Aid</li></ul>	
<b>Agreement</b>	<b>Page 14</b>
<ul style="list-style-type: none"><li>• Parents Code Of Conduct</li><li>• Terminated Agreement</li></ul>	

# **Welcome**

Welcome and thank you for choosing Shadow Ranch Recreation Center for your child's pre-school 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 Statements**

### **PHILOSOPHY**

Our Philosophy in working with early childhood is to provide a caring, and loving environment as well as an atmosphere conducive to learning. We believe that each child is to be treated as an individual and given the opportunity to experience and grow at their own pace. As educators, it is our intent to enhance each child's ability to create and explore through arts, science, sports, cooking, community awareness, multiculturalism, special guests, and field trips in their surrounding community.

Through our program we hope to build each child's social skills, sense of security, motivation, responsibility, self-esteem and self-confidence. We strive to be instrumental in providing the opportunities needed in continuing to unlock the doors to our children's futures.

### **DISCRIMINATION STATEMENT**

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

### **RELIGIOUS STATEMENT**

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.

# PROGRAM INFORMATION

## **AGES SERVED**

Children must be between the ages of 3 - 5 years. Children **MUST** be at least three (3) years of age and fully potty trained.

## **HOURS OF OPERATION**

### **PROGRAM HOURS:**

Early Learning classes are held Monday thru Thursday from the hours of 9:00 a.m. - 12:00 p.m.

**PLEASE NOTE:** Early Learning ends at 12:00 p.m. **SHARP!** If your child is not picked up by 12:00 p.m. there will be a \$25.00 late pick up fee. After 3 times of being late, child will automatically be enrolled in the 12:15-1:15 class **(\$50.00 fee that YOU are responsible for)**

### **OFFICE HOURS:**

Monday thru Friday 8:00 a.m. - 4:30p.m.

Saturday 9:00a.m. - 1:00p.m.

Closed on Sunday

## **REGISTRATION INFORMATION**

Registration for Early Learning is On-Going. Spaces are on a first come first serve basis and are limited. Early Learning is open year round with the exceptions of Summer, Winter, Spring, and Holiday breaks. **At time of registration you must:**

1. Have read the *Parent Handbook* entirely.
2. Bring or email the completed *Enrollment Packet* to **SHADOWRANCH.RECREATIONCENTER@LACITY.ORG**
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. Pay the required payment of \$50.00 registration fee and \$360.00 monthly payment monthly.
6. Register in the *Shadow Ranch Recreation Center* office at 22633 Vanowen St. West Hills, CA 91307 or register online at <https://www.laparks.org/recenter/shadow-ranch>

## **HOLIDAYS OBSERVED**

Shadow Ranch Early Learning closes observing the following Holidays (unless otherwise noted):

- |                                  |                           |
|----------------------------------|---------------------------|
| ✓ New Year's Eve & Day           | ✓ Labor Day               |
| ✓ Martin Luther King Jr. Day     | ✓ Indigenous People's Day |
| ✓ President's Day                | ✓ Veteran's Day           |
| ✓ Cesar Chavez Day               | ✓ Thanksgiving Week       |
| ✓ Memorial Day                   | ✓ Christmas Eve & Day     |
| ✓ Independence Day (4th of July) |                           |

## **WINTER, SPRING, SUMMER VACATION SCHEDULES**

Early Learning closes for Thanksgiving Week, and Winter Break. For Summer Break, we offer *Camp Little Trees* for the children. Please see the *Camp Little Trees Registration Application* for more information about camp fees and activities.

## **FEES AND CHARGES**

- \$50.00** Registration Fee-One-time fee for school year, **NON-REFUNDABLE** (Fee covers administration fees, filing fees, and supplies for your child)
- \$360.00** Monthly 4 Days (Monday thru Thursday)
- \$350.00** Vacation / Extended Absence Fees per month. **NO EXCEPTIONS**
- \$25.00** Late Tuition Fee - Payments are due before the first of the month, payments are considered late on the 1st.
- \$25.00** \*Late Pick-Up Fee for all students picked up after 12:00 p.m.

## **PAYMENT SCHEDULE / DEADLINE**

Payments are due on a monthly basis prior to your child (ren) attending our Early Learning program. Payments are due according to the payment calendar schedule. All fees must be paid in **FULL** before the 1st of each month that your child is to attend the Early Learning Program. If payment is not received **before** the 1st, you will be charged a **late fee of \$25.00** per child. The late fees and the regular tuition fees are both due at time of payment. 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 days must be paid in full including days missed due to illness, holidays, trips or school days off.

**\*ALL PAYMENTS ARE DUE ON A MONTHLY BASIS PRIOR TO SERVICES RENDERED\***

\*If payment is not made on said day, the Director In Charge has the right to refuse Early Learning services without notice\*

## **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 weeks after illness.** A 15% administration fee will be accessed for any patron granted a refund. **No full refunds will be issued unless the program is cancelled by the Early Learning Program. Allow 6 - 8 weeks for processing of refunds.**

## **MOVIES**

Movies will be shown at some point and time during the program. The movies shown will be **only G rated**. No PG or PG-13 rated movies will be viewed or shown in our program. Discretion will be used in the movie selection. If you do not wish your child to view any G rated movies while in our program please give us a written notice which will be placed in your child's file.

## **INSURANCE**

Neither Shadow Ranch Early Learning, Shadow Ranch Recreation Center, or City of L.A. Dept. of Rec. & Parks carry insurance. All patrons must be responsible for providing their own insurance policy.

# PROGRAM DESCRIPTION

## **TEACHER / CHILD RATIO**

Ratios are implemented during regular program hours and activities. We believe in low ratios and try our best to keep it at a 1:8 ratio for the 3-4 year old class and 1:10 for the 4-5 year old class.

## **SAMPLE ACTIVITY SCHEDULE**

9:00 a.m. - 9:15 a.m.	Check-in/Free Choice Center
9:15 a.m. - 9:45 a.m.	Welcome / Songs / Calendar / Review
9:45 a.m. - 10:15 a.m.	Learning Time / Learning Centers
10:15 a.m. - 10:45 a.m.	<b>Physical Education time</b>
10:45 a.m. - 11:15a.m.	Snack Time / Story Time
11:15 a.m. - 11:45 a.m.	Learning Time / Learning Centers
11:45 a.m. - 12:00 a.m.	Special Activities / Dismissal

## **PROGRAM ACTIVITIES**

All activities will occur at Shadow Ranch 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, movies, cooking, special guests, field trips, and much more!

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

## **LOST AND FOUND**

Any personal belongings left by the children at the end of the day will be placed in the lost and found designated area.

## **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 house.
  - 8) 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.

## **DRESS CODE**

Children are to wear clothing that they are able to play and get dirty in.

Must wear underwear, NO PULL-UPS OR DIAPERS

Closed toe shoes. NO SANDALS, CROCKS, OR SLIPPERS

# CENTER POLICIES & PROCEDURES

## **WHAT YOUR CHILD SHOULD BRING**

1. **Wear closed toe shoes with rubber soles at all times.**
2. Warm clothing, jacket, sweater, umbrella when needed for cold or rainy days.
3. A change of clothes in case of an accident.
4. Swimsuits, towels, sunscreen, and a change of clothing during hot months for “water play” (you will be notified in advance when we will have water play).

## **LABEL BELONGINGS**

All clothes, personal items, backpacks, lunch boxes, etc. must be labeled. Your child is responsible for their belongings. Shadow Ranch Early Learning nor the City of Los Angeles is responsible for lost, misplaced, or stolen items.

## **TOYS AND GAMES**

We provide all of the toys, games and equipment for your child to use and play while signed-in to our program. All personal toys, games, video games, personal stereos, CD players, etc are to be **LEFT AT HOME**. Shadow Ranch Early Learning nor the City of Los Angeles is responsible for lost, misplaced, or stolen items.

## **LATE PICK-UPS**

The Early Learning Morning Program ends at 12:00 p.m. sharp. **A \$25.00 late pick up fee for all students picked up after 12:00 p.m. will be enforced!** If tardiness continues and if staff is unable to contact any person on the designated emergency list, we will contact the Topanga Police Station to take your child into protective custody. After the **fifth** late pick-up, your Early Learning contract will be terminated.

## **SIGN-IN & SIGN-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 biological parent (whether on the list or not) has the right to pick up his/her child at any time, unless there is a court order on file at the center.

## **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 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 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. Early Learning 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:** Parents/guardians, 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 Shadow Ranch Early Learning Policy and is STRICTLY ENFORCED.

### **VACATION / EXTENDED ABSENCES**

If the child will be on vacation or is going to be absent from the program for one (1) consecutive week or more, there will be a fee of \$325.00 per month, per child that must be paid in advance to hold your child's space. If the fees are not paid in advance your child will be dropped from the Early Learning program.

### **CHILD ABUSE**

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

### **PARENT CONFERENCES**

As needed, the Director In Charge 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.

### **ABSENCES AND FEES DUE**

There is no limit to the number of absences your child may have. However, all fees must be paid in full including days missed due to illness, holidays, trips or school days off. Fees will **ONLY** be waived if your child will be absent for 3 weeks (12 consecutive school days or more) provided we have a note from a licensed physician.

If your child is absent for any reason, you are responsible for the tuition payment prior to the first day of the month. Payments after the first of the month will result in a late fee.

### **CALLING IN YOUR CHILD'S ABSENCE**

It would be very helpful that you, the parent / guardian call the center by 9:00 a.m. if your child will be absent from Early Learning. Please state the specific reason for the absence and, if known, the length of time for the absence. If the length of time is not known, please call each day your child will be absent.



# DISCIPLINE POLICY

The goal of Shadow Ranch Early Learning 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 the rules are followed, your child's experience and enjoyment in child care will be greatly enhanced.

## **RULES**

- Always play fair, have fun, and stay safe. We don't want to see you or anyone else 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 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.
- 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 a teacher at all times.

## **UN-ACCEPTABLE 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 Learning or Shadow Ranch Recreation Center materials or property will not be tolerated.
- Stealing from any staff member or fellow children will not be tolerated.
- Biting or threatening any staff member or fellow children will not be tolerated.

## **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 redirection periods will be issued before an office visit and conference with the Director In Charge.\*\***

1. The staff member will discuss with the child and try to help them 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 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 the rules, the child will receive a Discipline Notice. At this time, a meeting with the Early Learning Director, the Teacher, the child, and the parent may be needed to discuss the problem.
4. Three **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:
  - Harassment of other children (includes fighting).
  - Disrespect in any manner to staff members or park patrons.
  - Use of profanity or abusive language.
  - Not following directions.
  - Destruction of personal, fellow student's, teacher's or facility property.
  - Possession of illegal weapons or substances.
  - Use of racial comments.
  - Leaving the facility without permission.
  - Unfair play and abuse.
  - Endangering the health and safety of other children or staff.

# 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. Quiet voices are to be used in the classroom at all times.
4. No profanity is permitted at any time.
5. Sports equipment must be used outside only.
6. Only one child is allowed in the restroom stall at a time.
7. Children will use designated playground only when accompanied by the teachers.
8. When outside, children are to stay in designated areas.
9. Children will play appropriately when indoors and outdoors to avoid injury.
10. Children must keep hands and all of their other body parts to themselves.
11. No harassment of other children.
12. No disrespect of any type will be shown to staff members or other people.
13. No unfair play and abuse.
14. Children must follow directions at all times.
15. Children must not possess weapons or illegal substances at **ANY** time. Any evidence of this behavior will result in further legal action.
16. Children are not to remove any materials or equipment of any type from the center at any time.

## **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 use both hands at all times while using the swings.
4. All children must stay with the group at all times.
5. All children must slide down the slide feet first only.
6. All children must sit upright while swinging.
7. There will be no running on or around the playground.
8. For the safety of the child, they may not:
  - Play with any balls or other sports equipment while in the sandbox.
  - Connect legs while on the swing.
  - Have more than one rider per swing.
  - Twist in the swing.
  - Jump off of the Jungle Gym.

# HEALTH HISTORY AND 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 pre-school. 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, etc.

Any child with a communicable disease, including head lice, will not be admitted to Early Learning Program without a release from a licensed physician.

**PLEASE NOTE:** A child who has been found to have head lice will be readmitted to the program Forty eight (48) hours after the treatment has been initiated, with a release from a licensed physician.

\*SEE EXCLUSION PERIOD FOR OTHER ILLNESSES PAGE 13

## **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.

### **PLEASE NOTE:**

We do not administer, assist a child to administer, or store any type of medication at any time.

## **EMERGENCIES AND ACCIDENTS**

You must supply us with current business and home phone numbers, as well as current names and phone numbers of people we may contact to pick up your child when we are unable to reach you. Please put the closest person available to the area.

## **FOOD RESTRICTIONS**

If your child (ren) have any food allergies / restrictions, i.e. do not eat pork, only eat chicken, vegetarians, etc. please inform us when you are registering.

# EXCLUSION PERIOD

## EXCLUSION FROM PRE-SCHOOL

## EXCLUSION PERIOD

1. Child is unable to participate comfortably in center activities.	When able to participate comfortably.
2. Child has an illness which is resulting in greater care than the child care staff can provide.	When able to participate comfortably.
3. Child has conjunctivitis (pink eye).	48 hours after the treatment is initiated.
4. Child has diarrhea (uncontrolled).	48 hours after the treatment is initiated.
5. Child has head lice, scabies, or other infestation.	48 hours after the treatment is initiated.
6. Child has infantigo (School Sores).	Doctor verifies in writing the condition is non-infectious.
7. Child has strep throat or other Streptococcal Infection or scarlet fever.	48 hours after the treatment is initiated.
8. Child has been vomiting.	48 hours after the treatment is initiated.
9. Child has pertussis (whooping cough).	7 days after initiating antibiotic treatment.
10. Child has mumps.	9 days after onset of gland swelling.
11. Child has unidentified rash, accompanied by fever or behavior change.	Until rash is diagnosed in writing by a Doctor.
12. Child has a fever of 100 degrees and has behavior changes or are without symptoms of illness	Until fever is below 100 degrees.
13. Ring Worm.	Doctor verifies in writing the condition is non-infectious.
14. Chicken Pox.	May return to Child Care if under treatment 8 days after onset.
15. Child or family member(s) has been exposed, experienced or has flu like symptoms/COVID-19 like symptoms or has or tested positive for COVID-19:	The child must not return until:"
<ul style="list-style-type: none"> <li>• Cough</li> <li>• Fatiguer</li> <li>• Headache</li> <li>• Sore throat</li> <li>• Fever or chills</li> <li>• Nausea or vomiting</li> <li>• Runny nose or congestion</li> <li>• Shortness of breath or difficulty breathing</li> <li>• New lose of taste or smell</li> </ul>	<ul style="list-style-type: none"> <li>(a) At least 3 days (72 hours) hacc passed since the child's recovery, defined as resolution of fever without use of fever-reducing medications and improvement of respiratory symptoms (e.g, cough, shortness of breath,), and</li> <li>(b) At least 7 days since the child's COVID-19 symptoms first appeared. In addition, the child must be retested and obtain a negative result.</li> </ul>

# EMERGENCIES AND UNUSUAL CIRCUMSTANCES

## **EMERGENCY PROCEDURES**

Please supply us with your current home, business, and cell phone numbers, 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 Director In Charge the relocation site if an 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 Early Learning Program, all Early Learning 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 L.A.P.D. and Recreation Supervisors for updates, instructions, and procedures we are to follow.

- **Extraordinary Circumstances**

Assault, abduction, and the like are extremely rare and exceedingly unpleasant realities. We have instructed Staff if at anytime they feel any peculiar situation is developing, to stay calm and get the children as far away as possible and alert the Early Learning Director **AS SOON AS POSSIBLE!** We understand that we cannot always prevent some situations from occurring, but we can sometimes prevent ourselves from becoming involved by being aware. Staff is instructed and trained to take precautions, and always know what is going on around them. In any unusual case, L.A.P.D., Recreation Supervisors, and parents/guardians will be notified immediately.

## **FIRST AID**

- **Band-Aid First Aid**

Typically, the most common type of first aid used is Band-Aid First Aid. If something serious should happen, staff is instructed to remain calm, calm the child or children, and any others involved. Staff will inform parents of all injuries either verbally or in writing. Head and other serious injuries call for immediate notification to the parent/guardian; and if needed an ambulance. Most minor injuries can be taken care of by staff quickly and carefully and may be communicated at sign-out time.

# Parent Code of Conduct

In order to maintain an orderly, respectful and secure educational environment for the students and staff of the Early Learning Program at Shadow Ranch Recreation Center, it is essential that all Parents/Guardians and visitors to our Recreation Center be aware of their responsibilities and adhere to the expected code of conduct as set forth.

## ***Parents are expected to:***

- Do your best to provide a safe environment for all patrons
- Ensure my child (ren) and other patrons environment is one of fun and enjoyment.
- Provide an environment free of drugs, tobacco, and alcohol, and will refrain from their use at Shadow Ranch Recreation Center.
- Lead by example in demonstrating expected behavior to all patrons, students, and staff.
- Treat students, patrons, staff and facility property with respect.
- Create a positive recreation experience for everyone involved in the Early Learning Program
- Refrain from any altercations with Teachers, Patrons, Students and Staff, i.e., parking lot, office, classroom, etc.
- Ensure that children bring only items appropriate for school, i.e., no toys from home.
- Know school and classroom rules and help their children understand them.
- Build good relationships with teachers, other parents and their children's friends.
- Inform school officials of changes in the home that may affect your child's behavior.
- Endure that their child be dressed to meet our dress code.
- Help children with homework and projects; not do it for them.
- Understand our rules and policies upon registration and Sign that you agree on the document in the Enrollment Packet.
- Parking in "STAFF" Parking during drop off and pick up is forbidden. Parking there can result in the towing of your vehicle.

The penalty for not following to this Code of Conduct can result in expulsion at, the Director's discretion.

## **Conditions of a Terminated Agreement**

This Pre-School Agreement will be terminated in the event of:

1. Non-payment of pre-school fees.
2. Non-payment of pre-school fees during absence periods. (12 consecutive days)
3. Behavior which results in repeated disregard for discipline of rules.
4. Endangering the health and safety of other children and/or staff.
5. Fighting.
6. Harassment of other children or staff.
7. Failure to submit important initial certification / re-certification documentation that is requested by the Pre-School Director by the due date given.
8. Upon the fifth (5th) late pick-up.
9. Upon receiving three (3) discipline notices.
10. Possession of weapons.
11. Possession of illegal substances.
12. Not properly utilizing hours of contract.
13. If your child will be leaving our school, a two week written notice is required to the OFFICE. No records will be sent to any forwarding schools unless all financial obligations are met.