

PALMS PARK CHILDREN'S CENTER

2930 OVERLAND AVE, LOS ANGELES, CA 90064

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PALMS.RECREATIONCENTER@LACITY.ORG



# TODDLER ENRICHMENT PROGRAM PARENT HANDBOOK 2023-2024



PROGRAMS ARE SUBJECT TO CHANGE OR CANCELLATION.  
PERSONS WITH DISABILITIES ARE WELCOME TO PARTICIPATE IN OUR PROGRAMS.  
REASONABLE ACCOMMODATIONS WILL BE MADE WITH PRIOR ARRANGEMENTS

# LETTER TO THE PARENTS



Welcome to the Palms Park Children's Center's Toddler Enrichment Program!

We are glad you have chosen our program for your child(ren). The Palms Park Children's Center (PPCC) is a nurturing environment for your child(ren). Our program is designed to enhance children's cognitive, social-emotional development and fine and gross motor skills through play and exploration. Our classrooms are set up as learning environments where children can explore arts and crafts, language arts, music, movement, dramatic play and science.

This Parent Handbook includes the policies and procedures that you will need to know for the program. Please read the handbook carefully and review it with your child(ren) as it is essential that you both know and understand this information.

We look forward to working with your child(ren) and making their first structured educational experience a memorable one. If you have any questions or need additional information, please call us at 310.838.3838 or 310.202.2577.

Very Truly Yours,

Palms Park Children's Center Staff



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# PALMS PARK CHILDREN'S CENTER

## MISSION STATEMENT

Our mission is to provide a caring, cooperative learning environment that promotes cultural values, recognizes diversity, supports positive relationships, and respectful interactions. Children are encouraged to learn by trying new things, introductions to age appropriate concepts and work cooperatively in groups. We believe in the importance of helping children develop self-esteem, exercise self-control, and to make good choices.

### OUR GOALS

1. To integrate children into the Toddler Enrichment Program environment and help them exist comfortably with their peers.
2. To improve fine motor skills through the use of manipulatives such as play dough, puzzles, lacing and the use of scissors.
3. To enhance large motor skills such as climbing, running, jumping and balancing.
4. To foster and develop an appreciation for the multicultural world we live in.
5. To promote language development.
6. To help children increase their attention span, follow directions and complete tasks.

### ANTI-DISCRIMINATION STATEMENT

Palms Park Children's Center is operated pursuant to civil rights laws and regulations that prohibit discrimination based on race, color, sex, age, disability, religion, or national origin.

The Los Angeles 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 program. Reasonable accommodations will be made with prior arrangements.

### RELIGIOUS STATEMENT

Our facility is owned and operated by City government. Therefore, this facility does not advocate any religious beliefs, or profess any type of religious training or prayer in its curriculum or programming.



# GENERAL PROGRAM INFORMATION

## PROGRAM DESCRIPTION:

The Palms Park Children's Center (PPCC) is an enrichment-based program for toddlers that offers supervised play, social, cognitive and emotional interaction, organized activities, special events, and much more. We have an energetic team of teachers that come with a wealth of experience. We have a 1:6 teacher to student ratio and our program does not discriminate based on race, sex or religion. Our supervised activities include arts & crafts, songs, creative movement, sports, games and special events.

## Hours of Operation:

**BEARS and CUBS**  
**9:00am-12:00pm**  
**Monday-Thursday**



## City of Los Angeles Holiday Schedule:

\*We will be closed on the following days.

Labor Day.....	September 4
Rosh Hashanah.....	September 15
Yom Kippur.....	September 25
Indigenous Peoples' Day.....	October 9
Veteran's Day.....	November 10
Fall Break.....	November 20-24
Winter Break.....	December 18- January 5
Martin Luther King Day.....	January 15
President's day.....	February 19
Cesar Chavez Day.....	March 25
Spring Break.....	March 26-29
Armenian Genocide Observed.....	April 24

## SNACK/LUNCH:

Please provide your child with a mid-morning snack daily. We ask that you pack a healthy snack, and no candy or soda will be permitted. For the safety of all children in our program, please do not provide your child with nut-based items such as peanut butter or peanut items in their snack. We will provide snack only for those who forget to bring one from home.

## DRESS CODE:

All PPCC participants must wear their PPCC shirts and closed toed shoes daily. Play is such an important part of the curriculum; clothing should be practical and comfortable. Open toed shoes, sandals, jellies, or cowboy boots are not permitted and may not be worn to the program. Little toes are easily hurt and safety is our first priority. It is also preferred that children do not wear jewelry. Please note: If your child arrives to school without their PPCC shirt, we will give your child a t-shirt and you will be charged a \$10 fee.

Every child must have a complete change of clothing (shirt, bottoms, socks and underwear) that will be left at the center at all times. If your child has a bathroom accident where we need to change their clothing, please take the soiled clothing home and bring a fresh set the next day. All clothing must be labeled with the child's full name and be in a marked ziploc bag to be kept at the center.

## VACATION, ABSENCES, AND REFUNDS:

The program budget is created at the beginning of the school year based on all families paying their full monthly tuition. No reimbursement is available for absences or vacations. We are holding the paid space for your child. There are no refunds for missed days.

## BIRTHDAYS:

We realize that a child's birthday is a special occasion. On their special day they will receive a Birthday Crown. If you wish to provide cupcakes for all of their classmates, you may do so with at least three days prior arrangement. We ask that you provide mini cupcakes or small cookies and water or juice. When we celebrate your child's birthday you are invited to join us or we will be happy to conduct the celebration for you during the last 20-30 minutes of the day.

## ADMISSION POLICY:

All families must complete a Registration Packet, provide all necessary supporting documents and pay the applicable fees before your child can be admitted into the program. Applications can be found online at [www.laparks.org/reccenter/palms](http://www.laparks.org/reccenter/palms), or you can stop by the office to pick up a physical copy. Please return all documents to the main office at 2950 Overland Ave, Los Angeles, CA 90064.

The admission policy is as follows:

- In person registration is available Monday-Friday 9:30 a.m. to 8:30 p.m.
- Parents must bring the child's original birth certificate and current immunization record.
- Our programs offer services for children ranging from 2.5-5 years of age. Children enrolling in our program must reach the required age by September 1st of that year.
- All children must have a complete enrollment packet on file prior to their first day of attendance. All forms must be signed by the parent/legal guardian that is enrolling the child.
- Please make sure all contact and emergency information is complete, accurate and up to date. Any changes to pick up authorizations must be made in person by the parent/legal guardian that is listed on the original registration form.
- All children enrolled in our program must be fully potty-trained. Please work with your child on the mechanics of pulling their underwear/pants up and down. It is important to communicate with the staff about your child's potty-proficiency so that we can best help them while at school. Be sure to dress your child in clothing conducive to early toilet training (i.e. no zippers, buttons or snaps).

## CHILD ABUSE:

Under the Mandatory Child Abuse and Neglect Reporting Act, California Penal Code, section 1116.5 all City of Los Angeles, Department of Recreation and Parks employees are mandated reporters. This means that we are required by law to report any and all suspected child abuse or neglect. While we are first and foremost advocates for the children in our programs, we are also advocates for parents, and our goal is to provide support to families who may be facing difficulties. Our staff will be more than happy to assist parents with finding resources to help them in dealing with crisis or just regular parenting stresses.

## CONDITIONS UNDER WHICH THE ENROLLMENT AGREEMENT SHALL BE TERMINATED:

This agreement shall be terminated in the event of:

1. Non-payment of monthly fees or late fees.
2. Behavior that puts self or others in danger.
3. Behavior that results in repeated disregard of rules.



## STUDENTS' BELONGINGS & TREASURES FROM HOME:

Each child is responsible for his/her own belongings. All personal belongings should be kept in the child's cubby and labeled. While we do not wish to dampen your child's enthusiasm, we would appreciate it if toys brought from home stay in the classroom for the school year. By the treasures staying at school the child will look forward to seeing the treasures at school. The PPCC program/staff is not responsible for treasures that are lost or broken.

## FEES AND CHARGES



### REGISTRATION FEE:

An \$80 non-refundable fee is required for registration. It includes 4 PPCC T-shirts.

### PAYMENT INFORMATION:

Payments are due on the 1st day of each month. Each month we will bill your Webtrac account. Instructions will be provided for you to log into your account to make the payment. We are also able to take payment at the Recreation Center office. We accept Visa or Mastercard only. There will be a \$25.00 late fee assessed for any payments received (2nd -4th of the month), and if payments is not received by the 5th of the month, your child will not be admitted back into the program until all monthly fees are paid.

### PAYMENT SCHEDULE:

#### AMOUNT PER CHILD

\$450.....	SEPTEMBER 1, 2023
\$450.....	OCTOBER 1, 2023
\$350.....	NOVEMBER 1, 2023
\$225.....	DECEMBER 1, 2023
\$350.....	JANUARY 1, 2024
\$450.....	FEBRUARY 1, 2024
\$450.....	MARCH 1, 2024
\$450.....	APRIL 1, 2024
\$450.....	MAY 1, 2024



### REFUND POLICY:

Refunds must be requested no later than the 1st of the month. If a child attends a minimum of one day during a given month, you will not be granted a refund. A 20% administrative fee will be assessed by the recreation center for any patron granted a refund. A full refund will only be issued if the program is canceled by the recreation center.

### LATE PICK UP FEE:

PPCC ends at 12:00 p.m. Monday through Thursday. If your child is not picked up by 12:15 p.m., you will be charged \$1.00 per minute beginning at 12:16 p.m.. Please call if you are going to be late. If your child has not been picked up by one hour after class ends, and we have not been able to contact someone on your emergency list; then the local police will be notified to take your child into protective custody at the West Los Angeles Police Department located at 1663 butler Avenue, Los Angeles, CA 90025, 310.575.8401.

## SIGN-IN/OUT POLICY

It is our policy that you or the person you have designated in writing on the emergency form to pick up your child use a full printed signature when signing your child in or out. We will only release your child to you or an adult who has been authorized by you and whose name(s) appear(s) on the emergency form.

### SIGN-IN AND OUT PROCEDURES:

1. All Children **MUST** be signed in/out with an authorized printed signature. All authorized persons must be 18 years of age or older.
2. The name of all persons authorized for pick-up, including that of the parents, must be noted on the application. Your child will not be released to any person otherwise. Any person authorized to pick up your child must present a driver's license or proper photo identification.
3. You can remove or add authorized names on the application at any time, in person only. Call in or email requests will not be accepted.

## HEALTH POLICY

All children enrolled must have a Health History Form completed prior to admission. An immunization record is required for all students prior to enrollment. Parents must complete the Consent for Medical Treatment Form on the back of the Health History Form. The PPCC Program is a well-child facility so please do not send your child to class if they are not feeling well. A medical note may be required for certain illnesses.

## ILLNESS AND ABSENCES

### WHEN A CHILD IS TOO SICK TO ATTEND:

**\*\*\*PLEASE CALL OR EMAIL IN THE MORNING IF YOUR CHILD WILL BE ABSENT\*\***



For the safety of the children and staff, any child showing ANY symptoms of sickness/illness should stay home. Please review the following for further instructions and symptoms.

1. A child that shows any of the following symptoms will not be admitted, unless a health care provider determines that the child is well enough to attend and that the illness is not contagious.
  - a. Fever accompanied by behavior change and other signs or symptoms of illness(i.e. the child looks and acts sick)
  - b. Signs or symptoms of possible severe illness: persistent crying, extreme irritability, uncontrolled coughing, difficulty with breathing, wheezing, lethargy, etc.
  - c. Diarrhea/changes from the child's usual stool pattern (i.e. increased frequency of stool, loose/watery stools, or child cannot get to the restroom in time)
  - d. Vomiting more than once in the previous 24 hours.
  - e. Mouth sores with drooling.
  - f. Rash with fever or behavior change

2. A child that has any of the following symptoms will not be admitted into the program, unless diagnosed by a health care provider and is deemed no longer contagious:

- Infectious conjunctivitis/pink-eye with eye discharge, (until 24 hours after treatment is started)
- Scabies, head lice, or other infestation, until 24 hours after treatment or free of nits.
- Impetigo, until 24 hours after treatment is started.
- Strep throat, scarlet fever, or other strep infection, until 24 hours after treatment is started and child is free of fever.
- Pertussis, until 5 days after treatment is started.
- Tuberculosis (TB), unless a health care provider determines that the disease is not contagious.
- Chicken Pox, until 6 days after the start of rash or all sores have crusted over.
- Mumps, until 9 days after start of symptoms (swelling of "cheeks")
- Hepatitis A, until 7 days after start of symptoms (e.g. jaundice)
- Measles, until 7 days after start of rash
- Rubella, (German Measles), until 6 days after the start of the rash
- Oral herpes (if child is drooling or lesion cannot be covered), until lesions heal.
- Shingles, if lesion cannot be covered, until lesions are dry.

\*As these are mere suggestions, at any time we may request a doctors note for readmittance into the program

## MEDICATION:

WE CANNOT GIVE ANY MEDICATION TO YOUR CHILD. We can only make it available for him/her to take. Your child MUST be able to take the medicine by him/herself. Any medications must be in the original bottle with the pharmacy and doctor's prescription on the label. Parents must fill out an authorization form regarding medication. Only medication prescribed by a licensed physician may be administered to a child. Staff cannot provide any medication to a child unless it is prescribed specifically for him or her. In addition, staff will keep all medications (including inhalers and Epi pens) in the office cabinet, inaccessible to children.

## EMERGENCIES AND ACCIDENTS:

Please provide us with your current home, cell and business numbers as well as the names and current numbers of those you wish to authorize for us to call in case of an emergency/illness to pick up your child if you cannot be reached. Although our staff is First Aid and CPR trained, they are only authorized to administer first aid for minor injuries, such as simple cuts and minor bruises. In the event of a more serious injury such as deep or extensive cuts or possibly broken bones, we will notify parents immediately. If the parents/guardians are unavailable, the next person on the emergency list will be contacted. Please be sure to list emergency contacts that are in close proximity and can respond in a reasonable amount of time. There is no nurse on duty and if we deem injuries to be severe and beyond our training, we will call 911. If your child is transported, a staff member will accompany your child to the nearest hospital and you will be asked to meet us there.

## POTTY ACCIDENTS:

In the event that your child has a potty accident, we will provide your child with the dry clothing that you have provided. If your child has continually accidents, we will set up a meeting with you to come up with solutions. If your child is still having accidents we may require a leave of absence until the child is fully potty-trained.





# 2023-2024 TENTATIVE SCHEDULE OF PPCC EVENTS

SEPTEMBER 6 .....FIRST DAY OF SCHOOL

OCTOBER 31.....HALLOWEEN ACTIVITIES

NOVEMBER 16.....FALL HARVEST FEAST

DECEMBER 14.....LAST DAY OF SCHOOL

DEC 18-JAN 4..... WINTER BREAK

MARCH 21.....MULTICULTURAL CELEBRATION

MARCH 25-28.....SPRING BREAK

APRIL 11.....PICTURE DAY

MAY 2.....BUDDY DAY

MAY 23.....LAST DAY OF SCHOOL

MAY 23.....CULMINATION CEREMONY

# PALMS PARK CHILDREN'S CENTER TODDLER ENRICHMENT PROGRAM ADMISSION AGREEMENT 2023-2024

Childs Name \_\_\_\_\_

Cubs

Bears

(circle one)

I understand and agree to the following:

- Payments are due according to the payment schedule outlined on page 6 under Payment Information.
- Policies concerning late pick up, sign in/out, illness, absences, and medication
- Employees of Palms Park Children's Center are state mandated to report ANY form of suspected child abuse under the Child Abuse Reporting Act
- PPCC will be closed on the holidays listed in this Parent Handbook
- The conditions under which the child can be terminated from the PPCC program
- I will allow the Palms Park Children's Center to photograph my child strictly for nonprofit purposes. Photos may be used for bulletin boards, thank you cards, gifts to parents, yearbooks and handbooks. I may request copies of these photos.

By signing this agreement, I agree to the above procedures and guidelines of the Palms Park Children's Center Toddler Enrichment Program.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Center Representative Signature

\_\_\_\_\_  
Date