



City of Los Angeles Department of Recreation and Parks

# Lanark Recreation Center

21816 Lanark St. Canoga Park, CA 91304 \* Phone: (818) 883-1503

# AFTER SCHOOL



# Parent Handbook 2023-2024



08/2022



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## **Welcome**

Welcome and thank you for choosing Lanark Recreation Center for your child's after 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, 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 its 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 5 – 12 years old.

### Hours of Operation

#### Program Hours

The After School Club program is held Monday – Friday from the hours of 2:00 p.m.-6:00 p.m. (M,W,TH,F) and 1:30 p.m. – 6:00 p.m. (T)

**PLEASE NOTE:** After School Club ends at 6:00 p.m. **SHARP!** If your child is not picked up by 6:00 p.m. there will be a **\$10.00 late pick up fee**. After the fifth late pick-up your child's participation may be terminated at the discretion of the Facility Director.

#### Office Hours

Monday thru Friday 9:00 a.m. – 9:00 p.m.; Saturday 9:00 a.m. – 4:00 p.m.; Closed on Sunday

### Registration Information

Registration for After School Club is on-going. Space in the program is on a first come, first serve basis and is limited. After School Club 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 the completed *Enrollment Packet*.
3. Bring a copy of your child's 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 that is due (\$20.00 registration fee and first month's tuition).
6. Register online at [www.laparks.org/reccenter/lanark](http://www.laparks.org/reccenter/lanark) or in the Lanark Recreation Center office at 21816 Lanark St., Canoga Park, CA 91304.

### Holidays Observed

The After School Club will be closed to observe the following holiday (unless otherwise noted):

- |                                  |                       |
|----------------------------------|-----------------------|
| ✓ New Year's Eve & Day           | ✓ Labor Day           |
| ✓ Martin Luther King Jr. Day     | ✓ Columbus 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

After School Club closes for Thanksgiving Week, Winter Break, and Spring Break. For Summer Break, we offer Camp Lanark for the children. Please see the Camp Lanark Registration Application for more information about camp fees and activities.

### Fees and Charges

- \$20.00** Registration Fee – one-time fee for school year. **NON-REFUNDABLE** (Fee covers administration fees, filing fees, and supplies for your child)
- \$80.00** Monthly 5 Days (Monday thru Friday)
- \$40.00** Vacation / Extended Absence Fees per month (optional)
- \$10.00** Late Tuition Fee – Payments are due before the first of the month. Payments are considered late on the 1<sup>st</sup> of the month.
- \$10.00** **\*Late Pick-Up Fee for all students picked up after 6:00 p.m.** (After the fifth late pick-up your child's participation in the program may be terminated at the discretion of the Facility Director.)

### Payment Schedule / Deadline

Payments are due on a monthly basis prior to your child (ren) attending our After School Club Program. All fees must be paid in full **before the 1<sup>st</sup> of each month** that your child is to attend the After School Club. Any payment made on or after the first of the month will include a **late tuition fee of \$10.00** per household. The late fees and regular tuition fees are both due at time of payment. If fees are not paid on said agreed date, the facility staff has the right to refuse After School service for the child without notice. 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.\***

### 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 (15 consecutive program days or more) provided that we receive a signed note form a licensed physician within 1 week after illness. A 15% administration fee will be collected from any refunds granted. Full refunds will not be issued unless the After School Club program is cancelled. Please 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/PG rated**. No 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 watch any G/PG rated movies in our program, please give us a written notice which will be placed in your child's file.

## **Insurance**

Neither After School Club, Lanark Recreation Center, of the City of Los Angeles Dept. of Rec. & Parks carry insurance. All patrons are 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 will keep it at a 1:10 ratio in the program.

### Program Activities

All activities will occur at Lanark Recreation Center. All activities are age appropriate and fun-filled including creative play, sports, arts & crafts, songs, science, nature walks, homework help, multicultural activities, movies, cooking, special guests, field trips, and much more!

### Program Pick-Up Site / Drop Off / Walk -In

Program staff will meet children by the assigned gates at **Canoga Elementary and New Academy Elementary** for program pick up (**Nevada Elementary School** - pick up is for bus drop off only). **Staff will wait for 10 minutes** to collect all children scheduled to attend program before transporting children over to Lanark Recreation Center. Children may be dropped off by parent / guardian at Lanark Recreation Center to participate in the After School Club. A parent / guardian must sign child (ren) in before leaving. Children that **do not** attend the listed pick-up schools may walk to the center to participate in the After School Club; a parent / guardian **must** pick child up from program.

***\*Please call center office by 12:00 p.m. to notify staff if your child will be absent from After School Club.***

### 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.

## Center Policies & Procedures

### Label Belongings

All clothes, personal items, backpacks, lunch boxes, etc. must be labeled. Your child is responsible for their belongings. Lanark Recreation, After School Club 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 with while they are signed into our program. All personal toys, games, personal stereos, etc. are to be **LEFT AT HOME**. Lanark Recreation, After School Club nor the City of Los Angeles is responsible for lost, misplaced, or stolen items.

### Late Pick-Ups

The After School Club program ends at 6:00 p.m. sharp. **A \$10.00 late pick up fee for all students picked up after 6:00 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 Canoga Park Police Station to take your child into protective custody. After the **fifth** late pick-up, your After School Club contract will be subject to termination.

### Sign-In & Sign-Out Policy

State law requires a full signature when signing your child in and out. Do not drop your child off or pick your child up and leave without signing them in / out! 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.** After School Club 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 the child. LAPD may be notified if necessary. 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 Lanark Recreation Center, After School Club 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 three (3) **consecutive** weeks or more there is the option to pay a fee of \$50 per month, per child that must be paid in advance to hold your child's space. If the fees are not paid in advance then you may risk the chance of losing your child's space in the program.

### **Field Trip Policy**

Occasionally we will take the children on a scheduled field trip away from the center. You will be notified in advance as to the date and time. A special permission slip with the field trip information will be provided for you in advance to sign and return before the trip. We make every effort to arrive back on time, however, due to unforeseen circumstances we may be a little late arriving back at the center. The policy remains the same. On trip days, children will be walking to and from the trip destination (unless otherwise noted).

### **Child Abuse**

Under Mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, all After School Club 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 Facility Director will schedule an appointment with the parent and staff 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 and issues you may have regarding your child or our program.

### **Calling in Your Child's Absence**

It would be very helpful that you, the parent / guardian call the center by 11:00 a.m. if your child will be absent from After School Club. 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 Lanark Recreation After School Club Program 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 program staff.
- Always tell the staff when you are having any problems you cannot handle on your own. The staff are there to help you and are there for your safety.
- Always ask staff for permission when you need to go somewhere. You are never to leave the presence of the staff and are never to go anywhere alone. You must be accompanied by staff 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 After School Club or Lanark 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 Facility Director.\*\***

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 Facility Director, staff, the child, and the parent may be needed to discuss the problem.

4. Three (3) ***Discipline Notices*** received by a child will lead to the child being dismissed from the preschool program. Parent conferences will be held to discuss the problem. A child may be suspended or dismissed 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, staff'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

- Only staff are allowed in the cabinets, closets, supply rooms, and kitchen (unless otherwise permitted by staff).
- Children are only allowed to put belongings in a cubby.
- Quiet voices are to be used in the classroom at all times.
- No profanity is permitted at any time.
- Sports equipment must be used outside only.
- Only one child is allowed in the restroom stall at a time.
- Children will use designated playground only when accompanied by staff.
- When outside, children are to stay in designated areas.
- Children will play appropriately when indoors and outdoors to avoid injury.
- Children must keep hands and all other body parts to themselves.
- No harassment of other children.
- No disrespect
- Children must follow directions at all times.
- Children must not possess weapons or illegal substances at **ANY** time. Any evidence of this behavior will result in further legal action.
- 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 sand!
2. All children must keep 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 when swinging.
7. For the safety of the child, they may not:
  - Play with any balls or other sports equipment while in the sandbox or on the swings.
  - Connect legs while on the swings.
  - 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 prescribed medication your child is taking.

### Sick Children

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 readmitted to the After School Club program without release from a licensed physician.

**Please Note:** A child who has been found to have head lice will be readmitted to the preschool 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 16\*

### 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 & Accidents**

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

1. Child is unable to participate comfortably in center activities.
2. Child has an illness which is resulting in a greater care 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 infantigo (school sores).
7. Child has strep throat of 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 are without symptoms of illness.
13. Ring Worm.
14. Chicken Pox.
15. COVID-19

## Exclusion Period

- When able to participate comfortably.
- When able to participate comfortably.
- 48 hours after the treatment is initiated.
- 48 hours after the treatment is initiated.
- 48 hours after the treatment is initiated.
- Doctor verifies in writing the condition is non-infectious.
- 48 hours after the treatment is initiated.
- 48 hours after the treatment is initiated.
- 7 days after initiating antibiotic treatment.
- 9 days after onset of gland swelling.
- Until rash is diagnosed in writing by a doctor.
- Until fever is below 100 degrees.
- Doctor verifies in writing the condition is non-infectious.
- 8 days after initiating treatment.
- Until negative COVID-19 test is received.



## **Emergencies and Unusual Circumstances**

### **Emergency Preparedness**

Please supply us with your most current contact information including address, home, business and cell phone numbers. Please also give us the names and phone numbers of those people we are authorized 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 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 is unable to get to the center.

### **• Natural Disasters (Earthquakes, Fires, etc.)**

In the event that a natural disaster should occur during the program, all recreation staff will remain on the premises until all children are picked up. Your child will only be released to those persons authorized on the Emergency Form.

### **• Community Emergencies**

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

### **• Extraordinary Circumstances**

Assault, abduction, and the like are all extremely rare and exceedingly unpleasant realities. Our staff is very cautious of their surroundings and if at any time they feel a peculiar situation developing, they are trained to stay calm, get the children as far away as possible, and alert the Director **ASAP!** 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 to always know what is going on around them. In any unusual case, LAPD, Recreation Supervisors, and parents/guardians will be notified immediately.

### **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 of all injuries either verbally and/or in writing. If a head injury or other serious injury happens, we will call for immediate notification to the parent/guardian, and if needed the ambulance. Most minor injuries can be taken care of by staff quickly and carefully and communicated at sign-out.

## **Parent Code of Conduct**

In order to maintain an orderly, respectful, and secure educational environment for the students and staff of the After School Club program at Lanark 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 environment for children and patrons is one of fun and enjoyment.
- Provide an environment free of drugs, tobacco, and alcohol, and will refrain from their use at Lanark Recreation Center.
- Lead by example in demonstrating expected behavior to all patron, students, and staff.
- Treat students, patron, staff, and facility property with respect.
- Create a positive recreation experience for everyone involved in the After School Club program.
- Refrain from any altercations with patrons, students, and staff, i.e., parking lot, office, classroom, etc.
- Ensure that children bring only appropriate items for program, i.e., no toys from home.
- Know program and classroom rules and help your child (ren) to understand them.
- Build good relationships with staff, other parents, and your children's friends.
- Inform program officials of changes in the home that may affect your child's behavior.
- Understand our rules and policies upon registration and sign that you agree on the document in the *Enrollment Packet*.

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

## **Conditions of a Terminated Agreement**

This After School Club program agreement will be terminated in the event of:

1. Non-payment of tuition fees.
2. Non-payment of vacation or extended absence fees (3 consecutive weeks or more).
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 / recertification documentation that is requested by the program by the due date given.
8. Upon the 5<sup>th</sup> late pick-up.
9. Upon receiving three (3) discipline notices.
10. Possession of weapons or illegal substances.
11. Not properly utilizing hours of contract.
12. If your child will be leaving our program, a two week written notice is required to the OFFICE.