



City of Los Angeles



CITY OF LOS ANGELES, DEPARTMENT OF RECREATION & PARKS

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GLASSELL RECREATION CENTER

Arlene Cordova - SENIOR RECREATION DIRECTOR / GLASSELL

Gerardo Valdez - RECREATION COORDINATOR/ GLASSELL

Marco Villarreal - RECREATION COORDINATOR/ GLASSELL

RECREATION ASSISTANTS

Michelle Alvarez * Isaiah Bermudez * Yvette Castillo * Isabella Corona

Tina Corona * Nancy Cortes * Saray Cortes * Hector Cortes * Juan Esparza

Armando Fernandez* Iliana Garcia-Lana * Marycruz Gonzalez * Estela Jaramillo

Veronica Jaramillo * Hayk Karapetian * Fernando Martinez * Samantha Matara

Raiden Perez * Evelyn Reyes * Candy Reyes-Vasquez * Steve Sic-Hinojosa

Vincent Vergara * Vincent Vergara * Racquel Zimmerle

RECREATION AIDES

Cid Austriaco * Genevee Hernandez * Andrea Miller

Brena Toscano * Joziah Vergara * Kyah Warweg

**GLASSELL
PRESCHOOL
PARENT MANUAL**

2727 Crestmoore Place, Los Angeles, CA 90065

(323) 341-5681

laparks.org/reccenter/glassellpark

Glassell.recreationcenter@lacity.org

2023-2024



Dear Parents:

Welcome to Glassell Preschool, where we offer a supervised recreational program that includes a variety of activities such as games, sports, arts and crafts and special events. Our purpose is to teach, guide and safeguard children who come to learn and play. Our program strives to meet fundamental needs for the growth and development of all children.

Our goals include supporting and strengthening each child while focusing on improving communication, increasing the ability to work and play in a group, and to share each other's culture and values. Additionally, we strive to develop children to their fullest potential. We focus on self-awareness, self-confidence and feelings of self-worth, values development, physical development, health and nutritional awareness.

This packet of information includes all the guidelines, rules, procedures and policies that you will need for the program. Please read them carefully, as it is essential that you know and understand this information. Please review this packet of information with your child(ren) so that they can have a better understanding of the program as well. We look forward to working with you and your child(ren) and anticipate a safe, fun and enjoyable session with us. If you should have any questions regarding any of the information contained in this packet, please do not hesitate to call the office.

Sincerely,
Glassell Preschool Staff

Daily Schedule

9:00 AM	Drop-off
9:00 - 9:30 AM	Social Time
9:30 - 9:45 AM	Clean-up / Seating
9:45 - 9:50 AM	Attendance / Reminders
9:50 - 10:30 AM	Review and Lesson
10:30 - 11:00 AM	Work / Project Time
11:00 - 11:10 AM	Clean-up / Bathroom Time
11:10 - 11:20 AM	Story Time
11:20 - 11:30 AM	Wash-up and Line up
11:30 - 11:50 AM	Lunch and Play Time
11:50 - 12:00 pm	Clean-up / Reminders Pick-up time

PERSONAL BELONGINGS: You are encouraged to label all personal articles (clothing, backpacks, lunch pails, etc.) so as to ensure accountability. **Children are not to bring valuable items (toys, balls, money, electronic games, jewelry, Walkman/iPod/MP3 players or cell phones, etc.).** If seen by our staff, these items will be taken away and returned at the end of the day. The Recreation Center, its staff and the City of Los Angeles Department of Recreation and Parks are not responsible for lost or stolen items.

LOST & FOUND: Any lost and found items will be put in the Lost & Found box. Before leaving, please search through the Lost & Found box for any of your items. The box will be emptied on Monday mornings.

ILLNESS, EMERGENCY, AND MEDICATION:

Illness: This is a Well Child facility. **DO NOT** send your child if he/she is not feeling well. Should your child become ill while here, he/she will be separated from the other children and tried to be made comfortable as soon as possible. Parents/Guardians will be called at the numbers listed on the registration packet to pick up the child immediately. For the protection and safety of all participants, children with contagious conditions will not be admitted in the program. Proof of a medical doctor's release is required before the child is re-admitted.

Medication: We are not authorized to administer any medication. If your child requires any sort of medication it must be signed in and out to the office. All medication must have the Child's name on the label along with clear instructions for use. Staff will not be responsible for directly administering medication to the child but will supervise the child while he/she takes their own medication.

Head Lice: If it is discovered that a child has head lice or nits the parent/guardian will be called to pick-up the child immediately. The child will be readmitted only after proper treatment, and must be re-checked by the staff to confirm that the child is lice/nit free.

Minor Injuries: Staff, certified in CPR/First Aid will administer treatment for minor cuts, scrapes and bruises. The injury will be logged and the parent will receive notification upon pick-up.

Emergency/Major Injuries: In the event of a major medical emergency, 911 will be called and the child will be transported to the nearest hospital. The parent/guardian will be called immediately. We will use the phone numbers listed on the application. In the event that the parent cannot be located, the other Emergency Contacts will be notified. Please advise us, in writing, of all current phone numbers and authorizations.

You are required to advise the Director IMMEDIATELY, in writing, of any and all changes to medical history, authorizations and contact information.

DRILLS: To assure the safety of the children, emergency drills will be held. Because of the nature of life in Los Angeles, the drills address a variety of situations: fire, earthquake, major accidents and security breaches.

HEALTH HISTORY FORM / EMERGENCY CARDS: For the protection of your child, we require that the Health History Form and application be complete and accurate. We cannot accept a child with the parents/guardians listed as the only emergency contact. It is mandatory that another adult be listed, in the event that the parents/guardian cannot be located.

Please list your cell phone numbers also. If you know you cannot be contacted at the number listed on your child's application on a particular day, please provide staff, in writing, with an

HOURS OF OPERATION: Preschool will operate from 9:00AM - 12:00PM, Monday through Thursday.

REGISTRATION: Payments by Visa, MasterCard, exact cash, or personal check payable to: City of Los Angeles will be accepted. A fee will be assessed for all returned checks.

Registration is taken on a first-come first-served basis and will fill quickly. Priority is granted for continuous enrollment through the due date for any given month. Unpaid spots will be available on a first-come first-served basis after the due date.

Fees are non-transferable and may only be applied as indicated on the receipt.

Every child must have a current up to date application and emergency / health history information on file before they will be accepted into the program.

It is important, for the safety of your child, that you notify the office of any changes that need to be made on the form anytime during the school year.

MAXIMUM PARTICIPANTS: The Preschool will house a maximum number of 12 children in each monthly session.

MONTHLY FEE: Will be as follows by month:

	Fee	Due by
August (14 - 31)	\$ 135	August 9
September (5 - 28)	\$ 180	August 30
October (2 - 26)	\$ 180	September 27
November (Oct 30 - 30)	\$ 180	October 25
December (4 - 14)	\$ 90	November 29
January (8 - Feb 1)	\$ 180	January 3
February (5 - 29)	\$ 180	January 25
March (4 - 21)	\$ 180	February 28
April (1 - 25)	\$ 180	March 27
May (Apr 29 - 23)	\$ 180	April 24
Jun (May 28 - 6)	\$ 90	May 22

BREAKS:

Thanksgiving Break: 11/20/2023 - 11/24/2023

Winter Break: 12/20/2023 - 1/5/2024

Spring Break: 3/25/2024 - 3/29/2024

ADDITIONAL CITY HOLIDAYS: (No Preschool)

Monday, October 9, 2023

If fees are not paid services will be suspended until all fees are paid in full. A \$ 5 late payment fee will be assessed if monthly fees are not paid by date indicated above, *if space is still available.*

See REGISTRATION information above.

LATE PICK-UP FEE: It is important that your child is picked up on time. A fee will be assessed for children picked up after 12:00PM. Parents will be charged a late fee of \$5 for every 15 minutes or part thereafter. Parents, please contact the center immediately if you anticipate being late. Please don't keep your child waiting.

STAFF: All staff members have gone through the interview process by the Director in Charge to ensure that they meet the qualifications. The majority of the staff have worked as volunteers, summer youth employment workers, or Recreation Assistants prior to working in this program. All staff have gone through the City of Los Angeles Department of Recreation and Parks hiring process, which includes fingerprinting to investigate criminal background. In addition each staff member has received a minimum of 24 hours of staff training that includes CPR, First Aid and ACA workshops. At least 80% of the staff is 18 years of age or older and there is no staff under the age of 16 that is ever left alone with the children.

ATTENDANCE: If your child will not be attending school for any reason please call us at (323) 341-5681 by 9:00AM. This will assist us in making sure we have accurate counts of children present each day.

SIGN-OUT PROCEDURES: Parents or a designated person must sign-in and sign-out their child daily with a full signature. **Children will be released only to those adults whom the parent has designated on the original application form.** If a parent requests that someone else sign-in and/or sign-out the child(ren), the request must be made in person and added to the child's application form. For that reason we ask that you list as many people that may possibly pick your child up from Preschool. For your child's safety, identification will be required.

NON-CUSTODIAL PARENT: Unless a copy of a current restraining order is on file at the Recreation Center, a non-custodial parent will be allowed to sign-out a child at any time. We ask for the happiness of the child that divorced or separated couples agree to review this parent manual together and agree to abide by the policies herein.

PARTICIPATION: A variety of different activities will take place throughout the day. It is important, and to each child's benefit, that everyone participate in all activities.

DRESS CODE: Children must wear completely closed shoes for their protection, NO OPEN shoes. Please note that children will not be allowed with sandals or Crocs, etc. Students attire should be clothing that he/she can easily manage themselves. Staff does **not assist** with buttons, zippers, belts, etc... Please have your child dress appropriately to ensure that your child can participate in all the activities and are not inhibited by their clothing.

BATHROOM: Children must be fully potty trained (no pull ups). Staff does not assist with the use of the restroom, wiping, picking up garments etc... Should there be a bathroom accident the child will be asked to change on their own into the clothes provided by the parents in the beginning of the school year and the soiled garments sent home. Please remember to restock clothing should this occur.

SPECIAL DIET / LUNCH / SNACKS: If your child is on a special diet or has food allergies please inform the staff and indicate this in their registration packet. Candy, gum or soda will be confiscated and thrown away. Do not pack foods that need refrigeration or heating. Lunches will be maintained in their cubbies and utensils are not provided. Children are not allowed to share food due to any allergies they may have.

HYDRATION: Water bottles, with your child's name on them, are encouraged and fully supported by the staff. It is important that we work together to prevent dehydration and have a health-conscious attitude.

SCHOOL CALENDAR: A monthly school calendar will be given to each child to take home and one will be posted on our board. If additional calendars are needed for other family members feel free to take an extra. Please review your calendars so that you & your child do not miss any activity. Also, check the Preschool Parent Info Board for other information. We make every effort to keep parents aware of all activities.

CLASS WORK: Students are given class work daily with more than enough time to complete to their best ability. Please encourage your child to complete their work in class. If work is not completed it will be sent home to be completed by student. All tracing is done in pencil and all coloring is done with crayons.

PROBLEM RESOLUTION: In the event that your child should have a problem with another child, he/she should bring it to the attention of the Preschool Staff to resolve the issue. Under no circumstances should any child retaliate against another.

DISCIPLINE: We want a fun, safe Preschool environment for everyone, but there will be consequences for continual misbehavior. In the event that the rules are broken, the following 4-step Re-Direction procedure will be carried out.

DISCIPLINARY PROCEDURES:

1. First incident: Child will be spoken to by Preschool staff and their energies will be redirected.
2. Second incident: A conference with the Director-in-Charge. This will be recorded on a Discipline Notice and the parent will receive a copy.
3. Third incident: A conference with the Director-in-Charge and the issuance of a Discipline Notice with a scheduled meeting with the parents.
4. Fourth incident: A cool down time be issued until parent comes to pick up the student. We will contact you and ask that you pick up the student as soon as possible. A report will be issued dealing with the incident(s). The Director-in-charge will meet with the parents and student to discuss the resolution of the incident/s or the dismissal of the student from the program. A third Discipline Notice will be issued.

VIOLENT BEHAVIOR AND DISOBEDIENCE THAT ENDANGERS AND/OR DISRUPTS THE PROGRAM REQUIRES IMMEDIATE PARENT PICK-UP. IN THE EVENT A PARENT OR AUTHORIZED ADULT CANNOT BE LOCATED, THE CHILD MAY BE DISMISSED FROM FURTHER PARTICIPATION IN OUR PROGRAM. NO REFUNDS WILL BE PROVIDED.

All Discipline Notices are kept in the child's files. Children are accepted back to the program when parent has signed the incident report. There are no refunds if the child is withdrawn from the program.

CHILD ABUSE: Under the mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, the Recreation Staff is 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.

PHONE CALLS: Children will not be allowed to use the phone. If there is an emergency or the child is ill a staff member will call you. We also ask that you do not call your child. Phone calls interrupt whatever activity your child is participating in. If you need to get a message to your child, a staff member will be able to relay a message, but please only call for emergencies.