



City of Los Angeles Department of Recreation and Parks
CHEVIOT HILLS RECREATION CENTER
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LITTLE FOLKS PRESCHOOL PROGRAM



PARENT HANDBOOK

Program subject to change or cancellation.

Persons with disabilities are welcome to participate in our programs. Reasonable accommodations will be made with prior arrangements.

CHILD CARE PHILOSOPHY

It is the philosophy of this child care program to provide a safe, caring and academically challenging environment in which preschool children (3 to 5 years old) can gain confidence and acquire skills that will allow them to prosper in this setting, kindergarten, and beyond. While at the center, children will be able to participate in a number of hands-on learning activities that will invoke personal growth in a recreational setting.

Our focus will be to establish multicultural awareness within the realm of social interaction. In addition, students and parents will become familiar with the functions of community organizations, which will enhance the overall growth of the community.

Children will be able to express themselves within areas of arts and crafts, music, science, and cooking. They will also be involved in physical activities that promote the growth and development of motor skills. The children are respected as persons with a valid opinion, regardless of their race, creed, or sex.

Our goal is to provide age-appropriate activities in the development of motor, creative, learning, and social skills.

Mission Statement

We strive to provide a safe and nurturing environment which enhances the self-esteem, creativity, learning, and social skills of the children in our program.

Discrimination Statement

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

Religion Statement

This facility does not advocate any religious beliefs or professes any religious training or prayer in its curriculum or programming.

DAILY SCHEDULE

9:00am - 9:10am	Drop off Time
9:00am - 9:45am	Free Play
9:45am - 10:00am	Circle Time
10:00am - 10:30am	Curriculum
10:30am - 11:00am	Arts & Crafts
11:00am - 11:30am	Lunch
11:30am - 12:00pm	Closing Songs/ Dramatic Play
12:00pm	Pick-up Time

LATE FEE

\$1 PER MINUTE CHARGE PER CHILD PICKED UP AFTER 12:00PM.

There is no adjusting or negotiating this price, must be paid in cash. Child will not be admitted into program until paid.

WHAT YOUR PRESCHOOLER SHOULD WEAR/BRING TO CLASS

- Comfortable clothing such as shorts, T-shirt, dresses, etc. should be worn while at school. Pants should have an elastic waistband so as to be easy for the child to manipulate when going to the bathroom- please *no belts*.
- All children must wear closed-toe shoes with rubber soles or strapped sandals at all times. *Flip-flops are not acceptable for all day wear.*
- A lunch with a sandwich or other finger-food, juice box, etc. that is easy for the child to eat on his/her own. *No "Go-Gurts", pasta, rice, soup, or other messy foods allowed.*

PLEASE LABEL YOUR CHILDS BELONGINGS!

(All clothes, personal items such as lunches and backpacks, etc.)

TOYS AND GAMES

We provide equipment with which to play and learn. Parents are welcome to donate toys in good condition to the childcare center. Children should not bring in toys they have a strong attachment to, please label clearly any toys your child brings in.

ILLNESS POLICY

The staff cannot adequately care for the sick child without compromising the care of the other children. A child may be too sick to attend if:

- The child does not feel well enough to participate comfortably in the program's activities.
- 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, *green or yellow mucus*, etc.

Any child with a communicable disease, including head lice, will not be admitted to childcare.

THE FOLLOWING SECTION EXPLAINS WHEN YOUR CHILD MAY RETURN TO THE PROGRAM.

A DOCTOR'S NOTE WILL BE NEEDED

EXCLUSION FROM DAY CARE	EXCLUSION PERIOD
Child is unable to participate comfortably in center activities.	When able to participate comfortably.
Child has illness which is resulting in a greater care need than the child care staff can provide.	When able to participate comfortably.
Child has conjunctivitis (pink eye).	24 hours after treatment is initiated.
Child has diarrhea (uncontrolled).	24 hours, free of symptoms.
Child has head lice, scabies, or other infestations.	24 hours after treatment is initiated.
Child has impetigo.	24 hours after treatment is initiated.
Child has strep throat or Streptococcal infection or Scarlet Fever.	24 hours after initial antibiotic treatment and cessation of fever.
Child has been vomiting.	24 hours, free of symptoms.
Child has pertussis (whooping cough).	7 days after initiating antibiotic treatment.
Child has mumps.	9 days after onset of gland swelling.
Child has unidentified rash, accompanied by fever or behavior change.	Until rash is diagnosed in writing by a health care provider.
Child has a fever of 100 F, and has behavior changes or other without symptoms of illness.	Until fever is below 100 F.
Child has mouth sores.	A health care provider diagnoses in writing that the condition is non-infectious.
Ring worm	May return to childcare under treatment.
Chicken Pox	After sores close, w/Doctor's Note!

CENTER RULES

The following rules are to be discussed and understood by both parents and children):

- Only teachers are allowed into the cupboards and closets.
- Children put their belongings in their own cubby.
- Children must not use profanity.
- Children will play appropriately at all times.
- Children must keep all body parts to themselves.
- Harassment of other children will not be tolerated.
- Unfair play and abuse are unacceptable.
- Disrespect shown to staff/ other children will not be tolerated.
- Children must follow directions at all times.
- No “make-up” days will be granted. Children can only attend on days you have signed up and paid for.

SAFETY RULES FOR THE PLAYGROUND

Children must stay with the group at all times.

- All children must remain in the sandbox during outside play time.
- All children must keep shoes on at all times.
- Children must keep sand in the sandbox. No throwing sand.
- Children must slide down slides feet first only.
- No jumping or swinging off play equipment.

DISCIPLINE POLICY

THREE RULES

We have established a set of simple rules that enhance the growth and well-being of the children in our program. They are as follows:

- Listen to teachers/counselors at all times.
- Keep your hands to yourself and respect your “bubbles” (personal space.)
- Play fairly and be polite to adults and peers at all times.

DISCIPLINE PROCEDURE

In the event any of the rules are broken, the redirection policy will be implemented as follows:

- A staff member will discuss the rule that has been broken with the child(ren) to ascertain how things might have otherwise been handled
- The child will be redirected to another activity OR (depending on the offence or if the behavior continues):
- A “time out” will be issued (total minutes “out” equals the child’s age; ie. A child of 3 years has a 3 minute time out.)
- Then another discussion will be held between staff member and child to make sure rule is understood before allowing the child to rejoin the group
- For continued rule breaking or flagrant disrespect or abuse, the child will receive a “Sad Gram.” At this point a meeting with the teachers, child, and parents will be held to discuss the problem.

THE FOLLOWING INFRACTIONS WILL RESULT IN IMMEDIATE DISMISSAL FROM OUR PROGRAM

- BITTING another CHILD or INSTRUCTOR
- SPITTING ON another CHILD or INSTRUCTOR
- HITTING/KICKING an INSTRUCTOR
- CHILDREN MUST BE POTTY-TRAINED BEFORE ENTERING OUR PROGRAM.

This means that:

- Child must reach toilet “in time” and be able to urinate without making a mess (in bowl, not on seat or walls.)
 - Child must be able to wipe themselves alone
 - No rubber pants, training pants, diapers, etc.
 - IF a child is unable to perform these bathroom tasks, she/he will be dismissed from the program. A refund will be issued in this case.
- HITTING and/or ABUSE -THREE WARNING WILL BE ISSUED, THEN child will be dismissed
 - Warnings, called “Sad Grams” will be explained to parents and children at time of issue
 - Typically three warnings are issued and then child is dismissed from the program.
 - However, the staff maintains the right to dismiss the child if the behavior is deemed especially or extraordinarily dangerous or belligerent. A refund will be provided by the office in this case.

BIRTHDAY POLICY

Celebrating your child's birthday in our classroom is a privilege. Parents please inform the teachers of your desire to have your birthday celebration, at least the day before. Our birthday celebrations are not parties like you would have at home. We keep them to about 10 minutes long. This celebration consists of giving each child a small cupcake, a juice box/ milk (optional), and singing of the "Happy Birthday" song. There are **no decorations or party bags allowed**. All these items are extra and will not be distributed or used in the classroom. Please note that a couple pictures may be taken but classroom safety rules must be followed at all times.

Items that parents provide during the birthday celebration:

- Small cupcakes for each child (store bought only)
- Juice boxes/ Milk and cups (optional)
- 1 single candle to be lit on the birthday child's cupcake
- Camera for a couple pictures (optional)

DONATIONS

The center always welcomes donations of any kind. Please make sure that the items you donate are in working condition. Below is a list of items we use on a regular basis and welcome.

- Tissue
- Hand sanitizer
- Clorox wipes
- Toys (in good condition. No stuffed animals please)
- children's books
- Glue sticks
- Arts and craft supplies (most of these items are provided by the park so please double check with a teacher)
- Dry erase markers
- Markers
- Stickers

Quick Reference / Emergency Sheet

This form must be turned in by the first week of attending!

Child's Name _____

Address _____ City _____

Child's Birthdate ____ / ____ / ____ Age ____ Home Phone _____

Child lives with _____ Relationship _____

Parent #1's Name _____ Best Contact # _____

Email _____ 2nd Best Contact # _____

Parent #2's Name _____ Best Contact # _____

Email _____ 2nd Best Contact # _____

OTHERS THAT CAN BE REACHED IN AN EMERGENCY:

Name _____ Relationship _____

Best Contact # _____ 2nd Best Contact # _____

Name _____ Relationship _____

Best Contact # _____ 2nd Best Contact # _____

THOSE WHO CAN PICK UP YOUR CHILD FROM THE FACILITY:

Name _____ Relationship _____

Best Contact # _____ 2nd Best Contact # _____

Name _____ Relationship _____

Best Contact # _____ 2nd Best Contact # _____

MEDICAL INFORMATION:

Doctor's Name _____ Phone # _____

Medical Plan _____ Insurance # _____

Medical alert or allergies? _____

Any additional information we should know? _____ q _____

CHILD'S PRE-ADMISSION HEALTH HISTORY - PARENT'S REPORT

CHILD'S NAME	GENDER	BIRTHDATE
FATHER'S NAME		DOES FATHER LIVE AT HOME WITH CHILD?
MOTHER'S NAME		DOES MOTHER LIVE AT HOME WITH CHILD?
IS/HAS BEEN UNDER THE REGULAR SUPERVISION OF A PHYSICIAN?		DATE OF LAST PHYSICAL/MEDICAL EVALUATION

DEVELOPMENT HISTORY (FOR INFANTS AND PRESCHOOL AGE CHILDREN ONLY)

WALKED AT (MONTHS)	BEGAN TALKING AT (MONTHS)	TOILET TRAINING STARTED AT (MONTHS)
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PAST ILLNESSES—CHECK ILLNESS THAT CHILD HAS HAD AND SPECIFY APPROXIMATE DATES OF ILLNESS:

Dates	Dates	Dates
Chicken Pox	Diabetes	Poliomyelitis
Asthma	Epilepsy	10-Day Measles (Rubella)
Rheumatic Fever	Whooping Cough	3-Day Measles (Rubella)
Hay Fever	Mumps	

SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS:

DOES CHILD HAVE FREQUENT COLDS?	HOW MANY COLDS LAST YEAR?	LIST ANY ALLERGIES STAFF SHOULD BE AWARE OF:
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DAILY ROUTINE (FOR INFANTS AND PRESCHOOL AGE CHILDREN ONLY)

WHAT TIME DOES CHILD GET UP?	WHAT TIME DOES CHILD GO TO BED?	DOES CHILD SLEEP WELL?
DOES CHILD SLEEP DURING THE DAY?	WHEN?	FOR HOW LONG?
DIET PATTERN: What does child usually eat for these meals?		WHAT ARE USUAL EATING HOURS?
BREAKFAST: _____		BREAKFAST: _____
LUNCH: _____		LUNCH: _____
DINNER: _____		DINNER: _____

IS CHILD TOILET TRAINED?	IF YES, WHAT STAGE?	ARE BOWEL MOVEMENTS REGULAR?	WHAT IS USUAL TIME-?
WORD USED FOR BOWEL MOVEMENT?		WORD USED FOR URINATION:	

PARENT'S EVALUATION OF CHILD'S HEALTH:

IS CHILD PRESENTLY UNDER A DOCTOR'S CARE??	IF YES, NAME OF DOCTOR	DOES CHILD TAKE PRESCRIBED MEDICINE?	IF YES, WHAT KIND AND SIDE EFFECTS?
DOES CHILD USE ANY MEDICAL DEVICES?	IF YES, WHAT KIND?	DOES CHILD USE ANY MEDICAL DEVICES AT HOME?	IF YES, WHAT KIND?

PARENT'S EVALUATION OF CHILD'S PERSONALITY:

HOW DOES THE CHILD GET ALONG WITH PARENTS, SIBLINGS, AND OTHER CHILDREN?

HAS THE CHILD HAD GROUP PLAY EXPERIENCE?

DOES THE CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEEDS? Please explain.

WHAT IS THE PLAN FOR CARE WHEN THE CHILD IS ILL?

PARENTS SIGNATURE	DATE:
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PARENTAL CODE OF CONDUCT

As a parent of a child in the Department of Recreation and Parks Preschool Program,

- I have read and understand the contents of the Little Folks Preschool Manual and agree to follow all rules and regulations presented in the document.
- I will treat all Preschool personnel, other parents, and children with respect.
- If I have any questions or comments about a policy, I will contact the Preschool teacher and discuss the issue in a calm and respectful manner in a private setting.
- I understand that the penalties for not adhering to the code of conduct may range from a verbal warning to expulsion from the program.

Child's Name

Date

Parent's Signature

Date

LITTLE FOLKS PRESCHOOL PROGRAM



Our safe and enriching preschool program focuses on all aspects of creative learning. Circle time, music, movement, and playground times are a favorite part of each day. Hands on activities in letter, number, shape and color recognition as well as simple math and science activities encompass exciting weekly themes. Children are encouraged to make choices for themselves, use their verbal skills, make friends, cooperate with others as well as listen and follow directions.