



CITY OF ANGELES DEPARTMENT OF RECREATION AND PARKS



BRANFORD RECREATION CENTER



PRESCHOOL

PARENT HANDBOOK
2021 - 2022

A CREATIVE LEARNING PROGRAM FOR CHILDREN
PLAY, LEARN, AND GROW TOGETHER

laparks.org/reccenter/branford

13306 Branford Street, Arleta, CA 91331

(818) 893-4923 Recreation Center

(818) 891-6205 Child Care Center



@BranfordRecCenter



@BranfordRC

PRESCHOOL PROGRAM

Thank you for selecting our Preschool program at Branford Recreation Center as your destination for early education. To ensure the safety and well-being of the participants, we ask that you go over the following policies, procedures, and general information with your child and family members.

PROGRAM OVERVIEW

The After School program is designed for children ages 3 through 5 years old. Program hours are from 9:00 am – 12:00 pm on Monday through Thursdays. All participant must be potty trained. The staff ratio is one (1) staff for every eight (8) participants. Staff will provide supervision create fun and safe learning program. Daily activities include, identifying letters, colors, shapes, writing first and last name, counting numbers, communicating with peers, story telling, painting, art & crafts, physical activities, and much more.

REGISTRATION AND FEES

The weekly fee per child is \$50 and must be paid before attending the program. Space is limited and it is available on a first come first serve basis. Registration must be done online <https://www.laparks.org/recenter/branford> in order to secure a spot.

If payment is not received by Monday, a \$10 late fee will be added to the total weekly payment. A \$10 late pick up fee will apply when a child is picked up after 12:00 pm.

SAFETY PROTOCOLS

Safety and social distancing guidelines will be strictly followed. Daily COVID-19 symptom screening and temperature checks for employees and participants. Clean face coverings (masks) are mandatory for participants and staff. Participants will be separated groups and will remain in the same groups as consistent as practicable to limit exposure.

PROTOCOLS FOR SYMPTOMS AND POSITIVE COVID-19 CASES

Employees or participants who are feeling sick must stay home. COVID-19 symptoms include but are not limited to fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or a new loss of taste or smell.

If a child or staff becomes symptomatic during program hours, he or she will be placed in isolation, and sent home. The arts and craft room in the recreation center has been designed as the isolation room.

Parents and staff must notify the site supervisors immediately by phone or email if they **have tested positive for COVID-19, came in contact with someone who has tested positive for COVID-19 and has participated in the program during the 14 days preceding the positive test result.**

In the event of a suspected COVID-19 related case, an onsite COVID-19 testing will become available to staff. Staff or participants may not return to the camp until approved by Human Resources. Depending on the specific details of the situation the program or room is subject to closure.

HOLIDAYS

We are closed on the following days;

- Monday, September 6 - Labor Day
- Monday, October 11 - Columbus Day/ Indigenous Day (City Holiday)
- Thursday, November 11 - Veterans Day
- Monday - Thursday, November 22– 25 Thanksgiving break
- December 20-31 - Winter Break
- January 1 – 7 - Winter Break
- Monday, January 17 - Martin Luther King Day
- Monday, February 21 - Presidents Day
- Monday, March 28 - Cesar Chavez Day(City Holiday)
- April 11-15 -Spring Break

DAILY SCHEDULE (Sample)

9:00 am - 9:30 am - Check in / Free Play	10:40 am - 11:00 am - Writing letters
9:30 am - 9:40 pm - Social sanitizing / cleaning	11:00 am - 11:10 am - Social sanitizing / cleaning
9:40 am - 10:00 am - Opening Circle	11:10 am - 11:30 am - Physical Activity
10:00 am –10::10 pm - Social sanitizing / cleaning	11:30 am - 12:00 pm - Lunch / Free Play / End of Program
10:10 am - 10:40 am - Story Telling	

CHECK- IN PROCEDURES

Check in procedures will take longer than usual, please plan ahead of time. Drop off time is between 9:00 am - 9:30 am. Participants must be checked in daily by an authorized adult listed on the application. Parents/guardians are not allowed to leave the center until the screening is completed. Parents/guardians must notify the office if their child is going late or absent.

PRESCHOOL PROGRAM

CHECK OUT PROCEDURES

Participants must be signed out by a parent, legal guardian or an alternate person that is on the authorized pick up list from the registration form. Please list as many people as possible that may pick up the participant from the program. Over the phone request will not be permitted for the safety of the participant. Identification will be required when signing out a participant. Parents/guardians must wait outside for the participants. Please call the Recreation Center office or email us before noon if your child is not going to attend the After School program.

LUNCH / SNACKS

Lunch and snacks are not included for this program, therefore please provide your child with a lunch and snack, but not food that needs to be refrigerated or heated. We recommend that send your child with a reusable water bottle.

PARTICIPANTS EXPECTATIONS

Participants are expected to follow program guidelines set by the staff. Disrespectful, violent or disruptive behavior will not be tolerated. Such behavior may also result in immediate dismissal from this program. The following is a list of program rules for all participants.

- Be polite, kind, and friendly.
- Respect all participants and staff.
- Be responsible and honest.
- Maintain a clean program.
- Participate in all activities.
- Play fairly and safe.
- Avoid arguing or altercations of any kind which include kicking, hitting, or any unruly behavior.
- Practice social distance and follow Department health guidelines.
- Communicate with staff if you have a problem, concern, feel sick or have a question.

SPECIAL NEEDS ACCOMMODATIONS

All special needs accommodations will be addressed on a case-by-case basis. For children requesting special needs such as one on one shadow will be allowed only if the shadow person has been live scanned and approved by the Department of Recreation and Parks. DPH will be engaged if a situation occurs and a child has medical conditions that prevent them from wearing a face covering.

DISASTER PREPAREDNESS KIT

In the event of an earthquake or other natural disaster, it may be necessary for us to be responsible participants for an extended period of time. While we hope that this will never be necessary, we would like to be prepared to handle the situation in the best possible manner. Please send your child with an Emergency Preparedness kit such as, an index card with the child's name, address, telephone number, an out-of-state emergency contact name and telephone number, pertinent medical information and any necessary directions for medications, two personal items, 72-hour supply of necessary medications (include dosage instructions), if necessary, Change of undergarments perishable snacks, and a picture of family members.

DRESS CODE & PERSONAL BELONGINGS

Participants are required to dress appropriately for the program. Personal items such as electronic game consoles, iPod/MP3 players, tablets, toys etc. are not permitted. Participants should label all belongings such as clothing, backpacks, lunch pails, etc. The Department, the program and staff are not responsible for lost or stolen items.

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

FIRST AID TREATMENT, AND MEDICATION

First aid will be provided by staff when necessary. If a participant requires any sort of medication, it must be signed in to the office. All medication must have the child's name labeled along with clear instructions for use. Staff is not authorized or responsible to administer any medication to the child, but will supervise the child while they take their medication.

If you have any questions, or concerns regarding any of the information contained in this handbook, please do not hesitate to call the park office, at (818) 893-4923 or email us at rap.branfordrc@lacity.org.

All information in this package is subject to change. Children with disabilities are encouraged to participate in our program. Reasonable accommodations can be made with prior notice. Full refunds are only issued when the recreation center cancels the activity. A 15% cancellation fee will be included for all approved refunds.

