



City of Los Angeles Department of Recreation and Parks  
VALLEY PLAZA RECREATION CENTER  
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# EARLY LEARNING ABC-123 PRESCHOOL PROGRAM



## PARENT HANDBOOK

September 30 - May 21, 2019  
Monday - Thursday 9:00 am-12:30 pm  
\$130/month or \$50/week

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.

## Daily Schedule



9:00 am	Drop-off Time	<p><b>***LATE FEE***</b>  <i>\$1 PER MINUTE CHARGE PER CHILD PICKED UP AFTER 12:30PM.</i></p> <p>There is no adjusting or negotiating this price, must be paid in cash. Child will not be admitted into program until paid.</p>
9:00 am - 9:30am	Free Play & Toddler Play-time	
9:30 am - 9:50 am	Circle Time	
9:50 am - 1:30 am	Curriculum	
10:20 am - 10:50 am	Dramatic Play Area	
10:50 am - 11:20 am	Playground	
11:30 am - 12:00 pm	Lunch	
12:00 pm - 12:30 pm	Arts & Crafts	
12:30pm	Pick-up Time	

### 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.

### PLEASE LABEL YOUR CHILD'S 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.	With Doctor clearance.
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 & DISCIPLINE POLICY

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.



### 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:

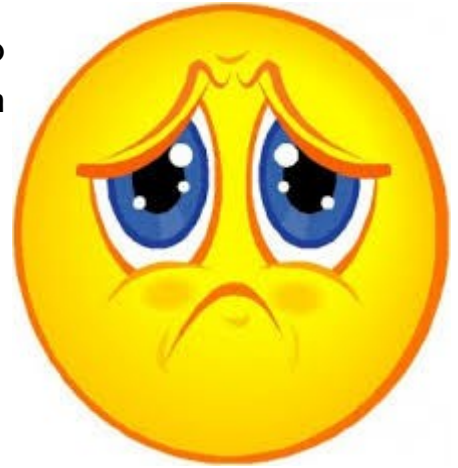
1. Listen to teachers/counselors at all times.
2. Keep your hands to yourself and respect your “bubbles” (personal space.)
3. Play fairly and be polite to adults and peers at all times.

### **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 “cool-down period” will be issued (total of two minutes)
  - 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, SPITTING ON, HITTING/KICKING another CHILD or 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.



**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
- Soft Potty Seats
- Snacks (Store-bought only)



## 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:

### 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? BREAKFAST: _____ LUNCH: _____ DINNER: _____		WHAT ARE USUAL EATING HOURS? BREAKFAST: _____ LUNCH: _____ 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?			6
PARENTS SIGNATURE			DATE:

