PRE-K & PRE-SCHOOL PROGRAM

PARENT HANDBOOK
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- **PHILOSOPHY:** The Pre-School class, Bright Beginnings and Kids in Action, and the Pre-Kindergarten class, ABC-123 Look at Me and A Small World, are dedicated to promoting developmentally and academically appropriate opportunities for children 3 and 5 years of age in a positive and caring environment. Through a variety of social, academic, creative activities and projects, our goal is to give each child a sense of security, motivation, and responsibility, to develop each child's full potential.

- **AGE:** Students must meet age requirements by September 1. Staff reserves the right to require a birth certificate for proof of age at any time.

- **BEHAVIOR/SAFETY:** I understand that there is a zero tolerance policy in regards to the safety of each student at Woodland Hills R.C. There will be no fighting of any kind including pushing, hitting, biting, scratching, kicking, verbal abuse, or bullying. Woodland Hills R.C. may use written warnings to report the behavior to parents, these may result in your child being discharged from the programs. I understand that Woodland Hills R.C. reserves the right to discharge a student for misbehavior without a refund.

- **DRESS CODE:** For safety purposes, closed toed and heeled shoes must be worn daily.

- **PERSONAL ITEMS:** L.A. City Department of Recreation & Parks and Woodland Hills R.C. will NOT be held responsible for personal items brought to school, this includes lost or stolen items. Such items include: toys, games, cards, IPads, CELL PHONES, IPods, and handheld games. Label all lunchboxes, water bottles, spare clothing, etc.

- **SHADOWS/AIDES:** All shadows or aides must be fingerprinted by the Dept. of Rec. & Parks. Shadows will not be allowed to attend until the Department of Recreation & Parks has received approval. I understand that Woodland Hills R.C., Pre-School and Pre-K programs are not responsible should my child be removed from the group by shadow or aide.

- **PARENT CODE OF CONDUCT:** I understand that IT IS EXPECTED of me to help ensure a safe and positive environment for all students, families, teachers, and staff while I am at Woodland Hills R.C. I will refrain from physical AND verbal altercations and interfering behavior with students, families, teachers, staff and patrons of the park. Verbal altercations include, but not limited to yelling, harassment, bullying, and persistent negative behavior. I understand that my actions may jeopardize my child’s enrollment in the Pre-School and Pre-K programs. I will not disrupt the flow of the class.

- **PARENTAL OBSERVATION:** Although parents are welcome to observe the program at any time, for the safety and happiness of the children, parents are not permitted to linger in or around the program for extended periods of time. This period of time is determined at the discretion of the teacher and/or facility director.

- **PARKING:** I understand that there is no curbside drop off or parking red zones, staff parking or parking in handicap spots without placard displayed. Parents/guardians must accompany their child during sign in and sign out.

- **PHOTOGRAPhS:** By enrolling my child into the Pre-School and Pre-k programs, I allow L.A. City Department of Recreation & Parks (Woodland Hills R.C.) to use photographs, video tapes, and testimonials of participants for use in publicity material free of any fee or usage charge unless otherwise notified.

- **MAKE-UP DAYS:** I understand that there are NO “MAKE-UP” days for time missed in school.

- **SIGN-IN & OUT:** Parents or authorized persons must sign student(s) in and out each day. Sign-in begins at 9:00a.m. and sign-out ends at 1:00p.m. A late fee of $10 will be charged to the parents/guardians if a child is picked up after 1:00p.m. I understand that there is no early drop off nor late pickup. I understand that once my child is signed out they are under the supervision of the parent/guardian that signed for them and Woodland Hills R.C. and the City of Los Angeles Dept. of Rec. & Parks is not responsible or liable for their supervision. Photo ID will be required to pick up any student. Permission must be provided in writing if you wish your child to be released to anyone other than those authorized on the registration form.
• **EMERGENCIES:** In the event of a natural disaster my child will **ONLY** be released to those persons that I authorized on the Emergency/Registration form and ID will be required to release my child.

• **INSURANCE:** I understand neither the Department of Recreation and Parks nor Woodland Hills R.C. programs carry insurance.

• **MEDICAL INFORMATION:** If any medication or topical cream/ointment is required, please request a medical form which must be brought with the medication to the office with a picture of the child. This includes any type of cream that needs to be applied, including sunscreen.

• **MEDICAL EXCLUSION:** I understand that if my child has a communicable disease, including head lice or pink eye, they will not be permitted to attend our Pre-School or Pre-K program until they are medically cleared by their primary physician. I understand if my child is sent home from the Pre-School or Pre-K program due to any illness (fever, vomiting, uncontrolled diarrhea, strep-throat, etc.) they may not return to school unless they have been free of symptoms for 24 hours.

• **DIETARY RESTRICTIONS:** I understand that it is my responsibility to inform the teacher(s) of any dietary restrictions that my child may have. I understand that I may need to provide my child with their own food/beverages.

• **CHILD ABUSE:** I understand that Under Mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, **ALL** L. A. City Recreation & Parks staff are mandated to report any suspected form of child abuse or neglect to the authorities. Harassment of any other children by any parent or family member is considered to be abuse and will be reported.

• **REGISTRATION/PAYMENT:** I understand that the $50.00 registration fee is non-refundable and it is also non-transferable under any circumstances.

• **PAYMENT SCHEDULE:** I understand that the payments for Pre-School and Pre-K program are due on the **first Tuesday** of each month, unless otherwise noted. I understand that these payments are broken up for my convenience and the Pre-School and Pre-K program are not a monthly class. I understand that if I do not pay for either program on time I will be charged a $25 late fee. **No exceptions.** I understand failure to pay on time may risk my child’s position in the class being dropped and replaced. **No payment** will be collected for December and June for your convenience. See payment calendar for dates payment is due.

• **SPLIT PAYMENT:** Parent/Guardian will be held responsible for determining payment between families who do not share a household.

• **RECEIPTS:** I understand that the receipts that I receive from Woodland Hills R.C. for any class payments **WILL** serve as proof of payment for income tax purposes. **Tax ID # 95-6000735. ALL** receipts should be retained, as Woodland Hills R.C. may not provide additional copies of receipts or payment records.

• **REFUND POLICY:** Full refunds are only issued when the center cancels an activity and no refunds will be issues once a program has started. A 15% cancelation fee is assessed by the Dept. of Recreation and Park for all refunds, changes, or transfers. No refunds will be made to patron making false statements on registration forms, such as, but not limited to, age. Written proof of reason for refund may be required.

### PAYMENT CALENDAR

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PRE-SCHOOL AND PRE-KINDERGARTEN PROGRAMS

Admission Agreement

I have read and understand the Admission Agreement and policies of Woodland Hills Recreation Center’s Pre-School Programs, Bright Beginning and Kids in Action, and Pre-Kindergarten programs, ABC 1-2-3 Look at Me and A Small World. I hereby agree to abide by all the mentioned polices and practices and further understand that transgression of any policy is cause for immediate expulsion from the program without refund.

PRINT NAME

SIGNATURE

________________________________________

Child(ren)’s Name (PRINT)