

**CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS**

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14th District

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PARKPROUDLA



CITY OF LOS ANGELES, DEPARTMENT OF RECREATION & PARKS
METRO REGION - NORTH DISTRICT

YOSEMITE RECREATION CENTER PRESCHOOL & TINKER CAMP PARENT MANUAL



*Achieving gender equity through a
continuous commitment to girls and
women in sports!*

*Persons with disabilities are welcome to
participate in our programs.*

*Reasonable accommodations will be
made with prior arrangements.*

YOSEMITE RECREATION CENTER STAFF

Jennifer Rockwell, Senior Recreation Director I
Jesse Huang, Recreation Coordinator
John Ruiz, Recreation Coordinator

RECREATION ASSISTANTS

Juvie Aleman, Jeannette Banuelos, Heidi Bringuez,
Danica Capistrano, Mayra Centeno, Kevin Cerda,
Mariela Chavira, Isabelle Dulalia, Adolfo Estacio,
Gabriela Garcia, Dan Hawkins, Ismael Hernandez,
Karina Hernandez, Alyssa Herrera, Isabel Justin, Dan-
ny Moreno, Leila Morvari, Tony Perez, Veronica
Pinedo, John Roferos, Winston Tan, Gloria Vazquez,
Elsa Sandoval

**YOSEMITE RECREATION CENTER
MAINTENANCE STAFF**

Fabian Corona - Senior Gardener
Danny Gomez - Gardener Caretaker

1840 Yosemite Drive, Los Angeles, CA 90041

Tel. (323) 257-1644 or (323) 257-1643

Email: Yosemitepark.RecreationCenter@lacity.org

Website: <https://www.laparks.org/reccenter/yosemite>

REVISED 8/16/2019

Dear Parents:

Welcome to Yosemite Tinker 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,
Yosemite Tinker Staff Preschool



VOLUNTEERS: We encourage you to get involved! Ask us how to get fingerprinted so you can volunteer.

OFFICE HOURS: Yosemite Recreation Center is open Monday through Friday from 9:00 am – 9:00 pm and Saturday from 9:00 am – 5:00 pm. For the safety of the children, payments for Tinker Kids Preschool or other programs can only be made during office hours.

The Facility will be closed on Major Holidays and City Holidays. These are the following dates

Labor day	Monday, September 2, 2019
Columbus Day	Monday, October 14, 2019
Veteran's Day	Monday, November 11, 2019
Thanksgiving	Thursday-Friday, November 28-29, 2019
Christmas Day	Wednesday, December 25, 2019
New Year's Day	Wednesday January 1, 2020
Martin Luther King	Monday, January 20, 2020
Presidents Day	Monday, February 17, 2020
Cesar Chavez Day	Monday, March 31, 2020
Memorial Day	Monday, May 25, 2020

GENERAL DAILY SCHEDULE

9:00 - 9:30 am	Learning Center
9:30 - 9:45 am	Morning Greetings
9:45 - 10:15 am	Classwork
10:15 - 10:45 am	Outdoor Play
10:45 - 11:15 am	Story Time
11:15 - 11:30 am	Arts & Crafts
11:30 - 12:00 pm	Lunch / Pick up time

The classes and programs in this brochure may be subject to cancellation or change.

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, 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 / EMERGENCY INFORMATION: For the protection of your child, we require that the Health History Section on the 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 alternate number at sign-in time.

BIRTHDAYS: You are welcome to share a special treat with the class on designated birthday celebration days. Check with class teachers at beginning of the month for specific dates. Please let us know, in advance, if you will be doing something special for your child on his/her birthday so that we can plan our activities around it. Non-candy treats are preferred.

PARKING: Please **DO NOT PARK in spaces marked STAFF**, handicap, or along the red painted area. Even though you will not be long, we need to have those spaces available for our staff, handicap patrons, and emergency vehicles. We appreciate everyone's help in this matter.

SPECIAL EVENTS: During different holidays, we will do crafts, songs, games, etc., that relate to the holiday's theme. If for any reason you do not wish your child to participate in these activities, please inform the class staff. If your child is not going to participate in our planned holiday activities, you are responsible to provide something appropriate in its place.

REGISTRATION:

Registration is an on-going process until the maximum number of students has been reached for each class. You are required to bring your child's birth certificate and immunization records at the time of registration. A copy of each document will be kept in your child's file.

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.

HOURS OF OPERATION: Yosemite Tinker Preschool is a licensed exempt childcare facility and we can only provide up to 12 hours of care per week. (CA Health & Safety Code 1596.792).

Tinker Preschool will operate from 9:00am - 12:00pm, Monday through Thursday. Preschool program runs August 12th 2019-May28th 2020.

Children should be in class no later than 9am and be picked up no later than 12pm. If your child is not picked up on time, a late charge of \$10 will be assessed as of 12:05pm. Late charges must be paid before the child returns to class. Habitual lateness will result in removal from the program.

MONTHLY FEE: MONTHLY FEE: Will be as follows by month:

	Fee	Due by
August (12-29)	\$ 135	August 8
September (3 - 26) holiday on 9/2	\$ 180	August 29
October (9/30-Oct.24) holiday on 10/14	\$ 180	September 26
November (Oct 28– Nov 21) break 11/25-11/29	\$ 180	October 24
December (2-19) break 12/23-1/10	\$ 135	November 27
January (13 - 30) holiday 1/20	\$ 135	January 9
February (3 - 27) holiday 2/17	\$ 180	January 30
March (2- 26) holiday 3/23	\$ 180	Feb 27
April (Mar. 31 - April 30) break 4/6–4/10, holiday 3/30	\$ 180	March 26
May (4 - 28) holiday 5/25	\$ 180	April 30

If fees are not paid, services will be suspended until all fees are paid in full. A \$ 15 late payment fee will be assessed if monthly fees are not paid by date indicated above.

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

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

REFUNDS: No full refunds will be issued unless program is cancelled by center. A 15% administrative fee will apply to all refunds. Refund request must be submitted in **writing** one week before start of registered session. Any refunds requested after the deadline will be subject to a 30% cancellation fee. No refunds will be issued after session has started.

Program is subject to change or cancellation.

ATTENDANCE: If your child will no longer be attending school or will be out for an extended period of

time please notify the teachers or call us at (323) 257-1644.

MAXIMUM PARTICIPANTS: The Preschool will have a maximum ratio of 1 teacher to 8 children in each monthly session.

SIGN-OUT PROCEDURES: Parents or a designated person must sign-in and sign-out their child(ren) 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 as possible on the application that may pick up your child 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 activities will take place throughout the day. It is important and beneficial to each child that everyone participate in all activities.

DRESS CODE: Children should wear play clothes, close toed shoes, and socks for inside and outside activities and messy crafts. Please note that children will not be allowed with sandals, dress shoes, or Crocs, etc. Make sure that the outfit is easy for your child to disassemble when going to the bathroom. Staff does **not assist** with buttons, zippers, belts, etc... An extra set of clothes is required, and must remain on premises during all preschool classes.

For safety, your child's footwear should fit properly and have good tread. We prefer that children wear tennis or running shoes. LABEL ALL CLOTHES WORN TO CLASS WITH CHILD'S FIRST AND LAST NAME, ESPECIALLY SWEATERS AND JACKETS. We are not responsible for lost or stolen items.

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.

Lunch time is from 11:30am to 12pm. Each child must bring their own lunch. We recommend that you provide a lunch that has adequate nutritional value and promote healthy lifestyles. Please refrain from including high sugar content foods in your child's lunch.

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.

HOME WORK: Please encourage your child to complete their homework. Children who complete the majority of their homework will be rewarded at the end of each month. We give rewards and praise for good scholarship and citizenship. These rewards range from a stamp, sticker, temporary tattoo, certificate, or small trinket item. Homework is not assigned during Tinker Camp.

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 Parent Communication notice will be issued and a meeting with the Teacher and parent will be scheduled.
3. Third incident: A Parent Communication notice will be issued and a meeting with the Teacher, Director-in-Charge and parent will be scheduled.
4. Fourth incident: A cool down time will 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 Parent Communication notice 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.

VIOLENT BEHAVIOR AND DISOBEDIENCE THAT ENDANGERS AND/OR DISRUPTS THE PROGRAM REQUIRES IMMEDIATE PARENT PICK-UP. THE CHILD WILL BE DISMISSED FROM FURTHER PARTICIPATION IN OUR PROGRAM FOR REOCCURRING EMOTIONAL / BEHAVIORAL OUTBURSTS. 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 expelled from the program.

STAFF: 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 16 hours of staff training that includes CPR, First Aid. 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.

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.

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, 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: