

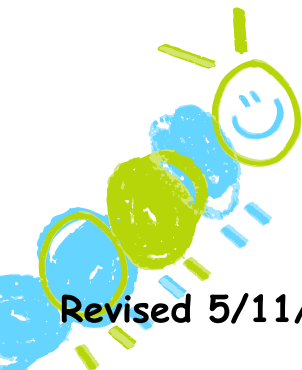
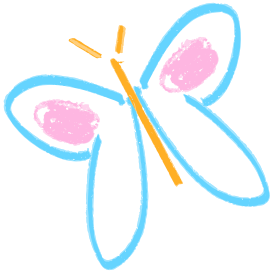


City of Los Angeles Department of Recreation & Parks  
Woodland Hills Recreation Center  
5858 Shoup Ave., Woodland Hills, CA. 91367  
818-883-9370, [woodlandhills.recreationcenter@lacity.org](mailto:woodlandhills.recreationcenter@lacity.org)



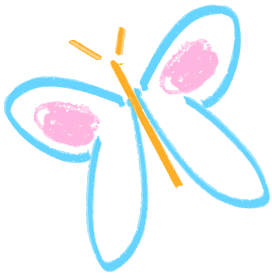
# Early Learner Program

PARENT HANDBOOK



Revised 5/11/26

ALL SUBJECT TO CHANGE



## Program Statements

### PHILOSOPHY

The Early Learner program and Kids in Action are dedicated to promoting developmentally and academically appropriate opportunities for children three (3) to five (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. As educators, it is our intent to enhance each child's ability to create and explore through arts, cooking, community awareness, multiculturalism, and special guests.

### DISCRIMINATION

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

### RELIGIOUS

This facility does not at any time advocate any religious beliefs or profess any type of religious training or prayer in it's curriculum or programming.

### AMERICANS WITH DISABILITIES ACT (ADA)

The City of Los Angeles, Department of Recreation and Parks is in complete compliance with the Americans with Disabilities Act (ADA). Persons with disabilities are welcome to participate in our program. Reasonable accommodations will be made with prior arrangements.

### BEHAVIOR/SAFETY

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 program without a refund.



# Program Information

## AGE:

Students must meet age requirements by **September 1st** of the school year. **MUST** be three (3) years old & fully toilet trained to be enrolled in the Early Learner program. Staff reserves the right to require a birth certificate for proof of age at any time.

## HOURS OF OPERATION:

### **PROGRAM HOURS:**

Early Learner Program is held Tuesday through Thursday from 9:00 AM to 1:00 PM

**PLEASE NOTE:** Early Learner ends at 1:00 PM. If your child is not picked up by 1:05 PM there will be a \$10.00 late pick up fee.

### **OFFICE HOURS:**

Monday thru Friday 9:00 am- 9:00 pm; Saturday 9:00 am—5:00 pm; Closed Sunday

## REGISTRATION INFORMATION

Registration for the Early Learner Program begins in June until space is filled. Spaces are on a first come first serve basis and are limited. This is **NOT** a monthly class our Program runs August to May, with multiple holiday breaks (see holiday schedule), that you have enrolled your child in.

## **AT TIME OF REGISTRATION THE FOLLOWING IS REQUIRED:**

1. YOU HAVE READ AND UNDERSTOOD THE PARENT HANDBOOK ENTIRELY.
2. BRING THE COMPLETED ENROLLMENT PACKET TO WOODLAND HILLS RECREATION CENTER OFFICE (5858 SHOUP AVE.) ON THE REGISTRATION DAY
3. PAY THE REQUIRED PAYMENT OF \$50.00 REGISTRATION FEE & 1ST TUITION PAYMENT OF \$365

## **PAYMENT SCHEDULE/ DEADLINES**

Our program is **NOT** a monthly class, payments are broken up on a payment schedule for your convenience. **ALL** payments (\$365) must be made by the due date or a late fee (\$25) will be added. **Your child cannot attend school until the payment is made.** Payments for the Early Learner program are due on the **FIRST (1ST)** of each month, unless otherwise noted. Any balance on your account must be paid by the final payment (**MAY**) due date or your child cannot attend until it is paid. Failure to pay on time may risk your child's position in the class and may be dropped or replaced. **No payment** will be collected for the month of December for your convenience. WHRC is not responsible for reminding you to pay. **LATE FEES WILL NOT BE WAIVED.** If you are having technical difficulties with the online system let the office know immediately do **NOT** wait.

## **TUITION FEES AND CHARGES**

\$50.00	ONE TIME REGISTRATION FEE for school year, <b>NON-REFUNDABLE</b>
\$365.00	MONTHLY INSTALLMENT PAYMENT
\$180.00	VACATION/ EXTENDED ABSENCE FEE PER MONTH. <b>NO EXCEPTIONS</b>
\$25.00	LATE PAYMENT FEE
\$10.00	LATE PICK UP FEE- <b>FOR STUDENTS PICKED UP AFTER 1:05 PM</b>



**CHILD ABUSE:** Under The Mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, all City of Los Angeles Department of Recreation and Parks employees 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.

**FOOD RESTRICTIONS:** If your child has any allergies or food restrictions please inform the office and the teachers. With food restrictions you will be required to provide your child with food during celebrations.

**DRESS CODE:** For safety purposes, closed toed, heeled, shoes that your child can put on themselves must be worn daily. NO pull ups or diapers. NO crocs.

**EMERGENCIES:** In the event of a natural disaster your child will **ONLY** be released to those persons that you authorized on the Emergency/Registration form and ID will be required to release your child.

**FIELD TRIPS:** Occasionally the teachers will schedule a field trip away from the Center. You will be notified in advance as to the date and time. You will be responsible for getting your child to the destination.

**INSURANCE:** Neither the City of Los Angeles Department of Recreation and Parks nor Woodland Hills Rec. Center programs carry insurance.

**MAKE-UP DAYS:** Understand that there are **NO "MAKE-UP"** days for your time missed in school.

**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:** If your child has a communicable disease, including head lice or pink eye, they will not be permitted to attend our Early Learner program until they are medically cleared by their primary physician. If your child is sent home from the Early Learner program due to any illness (fever, vomiting, uncontrolled diarrhea, strep-throat, etc.) they may not return to school unless they have been symptom free for 24 hours.

**PARENT CODE OF CONDUCT: IT IS EXPECTED** of you to help ensure a safe and positive environment for all students, families, teachers, and staff while you are at Woodland Hills R.C. You 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. Understand that your actions may jeopardize your child's enrollment in the Early Learner program. You may 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.



**PARENTAL PARTICIPATION/ VOLUNTEERING:** If you are planning to volunteer in the classroom on a regular basis and interact with the kids you will be required to be finger printed through the City. Please check with the office for more information. Parents are welcome to participate in the program. Parents will participate by helping teachers prepare for the school year. This period of time is determined at the discretion of the teacher and/or facility director.

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

**PERSONAL ITEMS:** City of LA Dept. of Rec. and Parks and WHRC 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, clothing, etc. with child's name.

**PHOTOGRAPHS:** By enrolling your child into the Early Learner program, you allow City of Los Angeles Department of Recreation and 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.

**RECEIPTS:** The receipts that you 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 WHRC may not provide additional copies of receipts or payment records. On your account, through which you registered, you can request "child care statement" and that will provide you with the receipts for the year.

**REFUND POLICY:** Full refunds are only issued when the center cancels an activity and no refunds will be issued once a program has started. A 15% cancellation fee is assessed for all refunds, changes, or transfers by the Department of Recreation and Park. Classes, sports leagues, and camp registration will require a \$35 fee depending when refund was requested. Registration fees are non-refundable. No refunds will be issued one week prior to the PROGRAM start date. No refunds will be issued to patron making false statements on registration forms, such as, but not limited to, age. Written proof for request for refund with the reason will be required.

**AIDES:** All aides must be processed through and approved by the Dept. of Rec. & Parks. 1-1 Aides will not be allowed to attend until the Dept. of Rec. & Parks notifies us of approval. Understand that WHRC, Early Learner program is not responsible when your child is removed from the group by the assigned aide.





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**SIGN-IN & OUT:** Parents /authorized persons must sign student(s) in & out each day. Sign-in begins at 9:00 am 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 1:05 pm. Understand that there is no early drop off nor late pickup. Once your child is signed out they are under the supervision of the parent/guardian that signed for them and WHRC & the 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.

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

#### HOW TO MAKE A PAYMENT

Step 1. Sign in to your account  
Step 2. Click on "MY PROFILE"  
Step 3. Select "PAY OLD BALANCES"  
Step 4. Then select "SELECT ALL"  
Step 5. Then select "ADD TO CART"  
Then you will proceed from there.

#### HOW TO GET YOUR CHILDCARE STATEMENT FOR TAXES

Step 1. Sign in to your account  
Step 2. Click on "MY PROFILE"  
Step 3. Select "CHILDCARE STATEMENT"  
Statement will then be emailed to the email you have on file.

**TOILET TRAINED:** Your child must be fully toilet trained. A potty trained child is a child who can do the following:

- Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
- Be able to pull down their underwear and pants and get them back up without assistance.
- Be able to wipe themselves after using the toilet.
- Be able to get off the potty by themselves.
- Be able to wash and dry hands.
- Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the bathroom.

No pull-ups or diapers allowed to be worn in our Early Learning Program, If your child has more than two (2) accidents by the third (3) accident we will no longer consider your child toilet trained and we will terminate your child's enrollment from our program. City employees cannot physically assist the child with bathrooming and/or clean up, including accidents.





**VACATIONS/ EXTENDED ABSENCES:** IF your child will be on vacation or is going to be absent from the program for two (2) consecutive weeks or more, there will be a fee of \$180.00 per month, per child that must be paid to hold your child's space. If the fees are not paid on the payment due date for that month your child may be dropped from the Early Learner Program. As the parent/guardian you are responsible to communicate with the Director about your child's vacation or extended absence from our program. You **MUST** inform the office as well as your child's teacher.

**SICK CHILDREN:** If your child is sent home due to a fever they must be 24 hours without a fever before returning back to school. If your child does **NOT** feel well please do **NOT** bring them to school.

**EXTENDED ABSENCES DUE TO ILLNESS:** If your child is absent for 2 weeks ( 6 consecutive days or more ) provide a note from a licensed health care provider to return as well for fees to be waived.

**PARENT CONFERENCES:** As needed, the Director will schedule an appointment with the parent and teachers to discuss your child's progress, development, or behavior. Also, as the parent you may stop by the office or schedule an appointment at any time to discuss any issues you may have regarding your child or our program.

**CALLING IN YOUR CHILD'S ABSENCE:** It would be very helpful if you are able to call or email your child's absence to the center. Please state your child's name, reason for the absence, and the length of this absence.

**LOST AND FOUND:** Any personal belongings left by your children at the end of the day will be placed in the lost and found designated area.

**FIRST AID:** We are only allowed to do "Band-Aid" first aid and ice packs. If your child is having a medical emergency we will call 911 immediately and then notify the parents of any serious illness or injury more serious than minor cuts or bruises. Any injury above the shoulders will result with a phone call home to inform the parents.

**ADDITIONAL CLASSES:** Additional class, Kids in Action, is available for enrollment to complete the week. This class is a monthly class, it will be Monday, one (1) day a week 9:00 am to 1:00 pm. The schedule is located online in our Seasonal Brochure.





## DISCIPLINE POLICY

### UNACCEPTABLE BEHAVIOR :

Fighting , profanity, disruptive behavior, immoral conduct or degrading remarks will not be tolerated. Disrespect towards any staff member will not be tolerated. Destruction or vandalism of any Early Learner or WHRC materials or property will not be tolerated and the item will be required to be replaced. Stealing from any staff member or fellow children will not be tolerated. Biting, hitting, scratching, punching, stabbing, etc. or threatening any staff member or fellow children will not be tolerated.

### RULES:

Always play fair, have fun, and stay safe. We don't want to see you or anyone getting hurt. Always use your words to communicate (never resort to physical violence to handle any situation). Always be polite and treat others the way you would like to be treated. Always listen to your teachers. Always tell your teacher when you are having any problems you cannot handle on your own. The teachers are there to help you and are there for your safety. You are never to leave the presence of your teachers and are to never go anywhere alone. You must be accompanied by teacher at all times. No running away. Running from teacher/classroom will not be tolerated. Notify teacher if you need to go to the bathroom.

**DISCIPLINE PROCEDURE:** In the event your child does not follow our rules and guidelines, the redirection policy will be implemented as follows: **\*\*Staff may use their discretion as to how many verbal warnings and redirection periods will be issued before an office visit and conference with the Director In Charge.\*\***

The teacher will discuss with the child and try and help them understand what they did is not okay, think about why they did it, and what they think can be done next time to avoid the same problem or related problems.

The child will be redirected to another activity. **NO FORM OF CORPORAL PUNISHMENT IS PERMITTED BY ANY STAFF MEMBER AT ANY TIME**

For continued breaking of rules, the child will receive a Discipline Notice. At this time, a meeting with the Early Learner teacher, Facility Director, child and parent may be needed to discuss the problem. **Discipline Notices** received by a child can lead to the child being **terminated** from the program. Parent conferences may be held to discuss the problem. A child may be suspended or terminated from the program at the Directors discretion with **NO** refund.





**2026-2027**  
**EARLY LEARNER PROGRAM**  
**CALENDAR**

<p><b><u>June</u></b>          Thurs., June 30 - Registration Opens          Fri., June 19 - Juneteenth - closed</p>
<p><b><u>July</u></b>          Thurs., July 3 - 4th of July - closed</p>
<p><b><u>August</u></b>          Tues., Aug. 18 - First Day of Instruction</p>
<p><b><u>September</u></b>          Mon., Sept. 7 - Labor Day - closed          Tues, Sept. 1 - September Payment Due</p>
<p><b><u>October</u></b>          Thurs., Oct. 1 - October Payment Due          Mon., Oct. 12 - Indigenous Peoples Day - closed</p>
<p><b><u>November</u></b>          Mon., Nov. 2 - November Payment Due          Wed., Nov. 11 - Veterans Day - closed          Nov 23-26 - Thanksgiving Break- No Instruction</p>
<p><b><u>December - no December payment due</u></b>          Tues., Dec. 1 Instruction Resumes          Dec. 22 - Jan. 7 - Winter Break - No Instruction          Fri., Dec. 25 - Christmas - closed</p>

<p><b><u>January</u></b>          Fri., Jan. 1 - New Years Day - closed          Mon., Jan. 4 - January Payment Due          Tues., Jan. 12 - Instruction Resumes          Mon., Jan. 18 - Martin Luther King Day - closed</p>
<p><b><u>February</u></b>          Mon., Feb. 1 - February Payment Due          Mon., Feb. 15 - Presidents Day - closed</p>
<p><b><u>March</u></b>          Mon., Mar. 1 - March Payment Due          Mar 22 - 26 - Spring Break - No Instruction          Tues., Mar. 30 - Instruciton Resumes          Wed., Mar. 31 - Cesar Chavez Day - closed</p>
<p><b><u>April</u></b>          Thurs. April 1 - April Payment Due</p>
<p><b><u>May</u></b>          Mon., May 1 - May Payment Due          Wed., May 26 - Last Day of Instruction          Thurs., May 27 - Graduation          Mon., May 31 - Memorial Day - closed</p>

Save this calendar for your payment schedule, any fees not paid on due date will get a late fee added that you are responsible for.

\*DO NOT MAKE A PAYMENT ON SUNDAY, THE SYSTEM UPDATES EVERY SUNDAY AND SOME PAYMENTS DO NOT GO THROUGH\*

**Subject to Change**





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**EARLY LEARNER PROGRAM**  
**ADMISSION AGREEMENT**

I have read and understand the Admission Agreement and policies of Woodland Hills Recreation Center's Early Learner Program. I hereby agree to abide by all the mentioned polices & practices, and further understand that transgression of any policy is cause for immediate expulsion from the program without refund.

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Parent/Guardian Name (print)

SIGNATURE

Date

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Child(ren)'s Name (PRINT)



