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West Hollywood Park
Aquatic and Recreation Center
8750 El Tovar Place
West Hollywood, CA 90069
Park Office (323) 848-6534
Tot Program Office (323) 848-6537

For more information or to register visit us at
weho.org/recreation

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TOT PROGRAMS

CITY OF WEST HOLLYWOOD RECREATION SERVICES DIVISION

"Where Education meets Recreation"



Welcome

Dear Parents/Guardians:
Welcome and thank you for choosing the City of West Hollywood's Tot programs' for your child's recreation & educational experience. We look forward to an exciting and fun-filled session. Please take a moment to read this very important information to get familiar with program policies, procedures, and must-knows.



About Us

The City of West Hollywood's Tot programs' are designed to introduce young children to the social experience of a large group while learning in a fun and nurturing environment. We provide your child the opportunity to build listening skills, and self-control that are needed to be part of a group. Our main goal is to make learning fun and provide a positive bonding experience for you and your child.

Our Programs

Tiny Tots is a Parent and Me program designed for children 18 months to 3.5 years old. This is a developmental program in a recreation setting. Our program goals include socialization and exploration through stories, art projects, music, and movement, focusing on fine and gross motor skills. Parent/Guardian full participation is required and no cell phone use during class time is encouraged.

Tot Time is a preschool-aged program designed to encourage confidence and creativity while providing age-appropriate, skill-building activities that foster learning through arts & crafts, music, movement, children's literature, and number and letter recognition. Positive social behavior is explored daily and promoted in a developmental setting. Tot Time is a small beginning to preparing a child for school. This is a drop-off program for ages 3.5 to 5 years old.

Age Verification

Proof of age must be brought within 1 week of the first day of class. Proof must be in its original form of a Birth Certificate, Passport, Medical card with child's birthdate, or State Identification Card. Proof can be brought to either the park office or brought to class instructors.

Tiny Tot Participation

Tiny Tots Requires FULL Participation & Cooperation
All children must be supervised by their parent/guardian at all times. Your role as Parent/Guardian or Caregivers is to guide the child.

Especially during:

- Audience Participation: singing, dancing, story time.
- Table Activities: play dough, painting, arts & crafts, etc.
- Clean-Up Time: Picking up toys, & putting them away. Pushing in chairs, and putting away art supplies.

This is a time for you and your child to fully participate in planned activities together.

You are the best person equipped to help your child focus on the activities. At times, young children enjoy watching others rather than participating themselves, especially in situations new to them. Please join in and show your child how much fun it is!

If you participate and have fun, your child will soon join you.

- Sit with your child; they will need your reassurance.
- Don't forget to praise your child for participating with others in the program.

Tiny Tots Parent/Guardian or Caregivers Role:

You are integral part of your child's learning - the quality of the program is related to the degree of your involvement:

- Be your child's first teacher
- Be involved and ask questions
- Respect the classroom schedule
- Respect the needs of all the children in the program
- Communicate relevant issues with your child's teacher
- Adhere to Tiny Tot policies
- Keep cell phone use to a minimum during class time.
- Keep socialization to a minimum, this will help instructors stay on schedule and keep focus on your child.



Refunds and Prorate

To obtain a full refund, you must notify the Recreation Division in writing 10 days before the first class. There is a \$5.00 service fee for all refunds. No refunds will be issued for days missed. We do not prorate program fees. If programs are canceled by staff, a full refund will be granted. For refunds/transfers, please write to Recreation@weho.org

Birthdays

We love celebrating birthdays. Please consult with the instructors regarding special arrangements. We ask that you let us know at least two weeks in advance so we may let you know how many children will be in the class that day.

Personal Belongings

Please ensure that any belongings brought into the facility be labeled with your child's name, including water bottles and bags. We kindly ask that you do not bring toys from home, as they may cause conflict between children. The Tot Room is equipped with cubbies for personal items. **Tiny Tot** participants, please utilize the top two roles. **Tot Time** participants will have a designated cubby for their belongings.

Snacks

A designated snack time is provided for both programs. Please provide **Tiny Tot** participants with a light snack and drink to enjoy after circle time. **Tot Time** participants will need a snack and water. We suggest healthy snacks to maintain the child's energy and focus.

Parking

Parking is available at the 5 Story Parking Structure. Tiny Tot staff will provide you with a "follow up" parking ticket that will validate your parking up to 1 P.M. Program participants that exit the parking structure after 1 P.M. will be obligated to pay the standard parking fees: \$1.00 for each 20 minutes, \$12 maximum.



Behavior

Staff will utilize positive techniques for guiding children. We never resolve conflict by using emotional or physical abuse and we can not allow others, including children, to do so in the Tot programs. Positive attention from Staff rewards children for appropriate behavior. When conflict arises, it is our goal to work with individual children by listening to what each other has to say and helping children resolve conflicts by use of effective communication.

Tot Programs practice a zero hitting, biting, and Spitting Tolerance; If any of these behaviors occur, you will need to remove your child from the program for the rest of the day (This includes Tiny Tots/Tot Time). If your child is in **Tot Time** and the behavior continues a meeting between a supervisor, program staff, yourself, and your child will be arranged. The child may not return to the program until the meeting has occurred. If this behavior still continues after the initial meeting, your child will be removed from the program without a refund.

Drop-off & Pick-up (Tot Time)

Tot Time staff must be informed if you will have a late drop-off or early pick-up. This will allow staff to plan activities accordingly and inform you of where the group will be during your drop-off or pick-up time and so we may have your child ready to be picked up when you arrive.

Drop Off is 1:30 pm in the Tot Room and must be signed in daily.

Children **CAN NOT** be dropped off before 1:30 pm.

Children **MUST** be picked up by 5:00 pm.

Although the Staff may remain in the classroom after 5:00 pm, this time is allotted for them to clean up, plan, and set up for the following day's activities, and will not be available to supervise children.

*Please note, any child left in the **Tot Time** program after 5:00 PM will be subject to pay a late fee of \$1.00 per minute. The late fee can only be processed by check, credit card, or money order, we do not accept monetary transactions. If you know you will be late for pickup please plan accordingly and notify the staff who will be picking up your child. Please make sure the person you send is on your list of authorized pickup. After an hour of attempting and still unable to reach someone to pick up your child, authorities will be contacted.



Tot Time Settling In

As your children grow-up they need a safe, loving environment to expand into on their own. For this reason the City of West Hollywood's Tot Time program has been designed as a drop-off program. This is an opportunity for children to play, explore and enjoy some new ways to express themselves without you being a continual part of the process. In order to allow the children to participate without distractions parents/guardians are discouraged from sitting in during the sessions. Together we can encourage the children's independence and strengthen their self-esteem by allowing them to feel capable, expressing appreciation to them and supporting them through their interactions with their peers.

We understand that this may be a transitional period for both you and your child. For that reason our settling in process consists of only the first week of your child joining the program that we allow one parent to stay a maximum of 15 minutes. This is due to the fact that your child will socialize more with you rather than other children. We ask that all parents leave by 1:30 pm so we may begin our program. Parent drop-ins are fine with prior approval, as long as they last no more than 15 minutes, since it may be disruptive to the class.

PLEASE NOTE: If your child is having a difficult time and is having a "meltdown" during your departure, we ask that you leave the classroom, but wait outside, out of view of your child for 15 minutes. If your child cannot be redirected and engaged in activities during these 15 minutes, they may not be ready to stay that day and ask that you take the child home and try again the next day.



Communication

We keep parents informed through our calendars, memos, and flyers. Most brief communications can be done at arrival or dismissal time, provided it does not interfere with the staff's interaction with the participants. However, program staff is available if you wish to discuss your child's progress or other concerns. Please speak to a program lead to schedule a formal meeting, and an appointment will be made. Program contact information can be found at the back of this handout.

Restroom

An age-appropriate restroom is available for potty-trained children. A requirement for participation in **Tot Time** is that your child should be able to use the toilet independently upon enrollment. Staff is not allowed to accompany a child into the restroom. If your child participates in **Tiny Tots** and needs a diaper change, please utilize the change station located in the lobby restroom.

Absences/Illnesses

Please inform Tot staff if you know your child will not be attending class. You can leave a message for Tot staff at (323) 848-6537

Please do not bring a sick child to Tot Programs. Not only is it better for the child's emotional and physical well-being to remain at home, but also a contagious child can affect the health of everyone in the classroom. Children who come to class sick will be sent home; if a child becomes ill while in the program, a parent or designated adult will be contacted to pick up the child. A child may return to Tot Programs once all symptoms have subsided and or cleared by a physician. Please let staff know of any allergies your child may have. We are unable to offer prorated refunds for absences.

Please do not bring your child to class if they have a runny nose, fever, rash, vomiting, diarrhea and or any other condition that may be contagious.

Non-Registered children

Please make other arrangements for siblings or other non-registered children in your care. Unless enrolled in the program, you may not bring siblings or other non-registered children to class unless accompanying to drop a participant off. This is strictly enforced.

