

City of Moorpark, Recreation Division



# Moorpark Little Learners Academy

at the  
Arroyo Vista  
Recreation Center



# Parent Handbook 2020-2021 School Year

# SCHOOL HOURS

## Toddler Time Hours:

### Monday/Wednesday

9:00-11:30 a.m.

### Tuesday/Thursday

9:00-11:30 a.m.

## Preschool Hours:

### 3 Year Old Class

9:00 a.m. - 2:00 p.m.

Tuesday & Thursday

### 4 Year Old Class

9:00 a.m. - 2:00 p.m.

Monday & Wednesday

9:00-11:00 a.m.

Friday

- Classroom doors open promptly at 9:00 a.m.
- School ends promptly at the times listed above.
- Students must be picked up by an authorized adult within five minutes of the end of school.
- *Students picked up after this time will incur a \$10 late pick-up fee for every 10 minutes (or portion thereof) that the student remains at school. If a student has not been picked up within fifteen minutes of the end of school, we will call your listed emergency contacts to pick up the student. If we are unable to reach anyone and the student is not picked up within 30 minutes after school ends, he/she will be released to the Moorpark Police Department.*

# DAILY SCHEDULE

## Toddler Time Schedule:

9:00-9:30 a.m.	Sign In, Welcome, & Free Play
9:30-9:45 a.m.	Opening Circle
9:45-10:30 a.m.	Learning Centers (art, dramatic play, & sensory activities)
10:30-10:45 a.m.	Clean Up
10:45-11:00 a.m.	Snack Time
11:00-11:20 a.m.	Large Motor Skill Activities
11:20-11:30 a.m.	Closing Circle, Story, & Goodbye Songs

## Preschool Schedule (3 & 4 Year Old Classes):

9:00-9:30 a.m.	Sign In, Welcome, and Opening Circle
9:30-10:30 a.m.	Art Activities & Free Play
10:30-10:45 a.m.	Clean Up
10:45-11:10 a.m.	Circle Time
11:10-11:30 a.m.	Snack Time
11:30-Noon	Daily Lesson
12:00-12:30 p.m.	Playground Time
12:30-12:50 p.m.	Lunch
12:50-1:30 p.m.	Quiet Time
1:30-1:55 p.m.	Special Activity
1:55-2:00 p.m.	Prepare for Dismissal

### Friday Schedule (4 Year Old Class)

9:00-9:15 a.m.	Sign In, Free Play
9:15-9:45 a.m.	Welcome, Calendar, Weather, & Math
9:45-10:30 a.m.	Art Activities and Free Choice Time
10:30-10:45 a.m.	Share Bags & Literacy Learning
10:45-10:50 a.m.	Snack
10:50-11:00 a.m.	Book and Puzzle Time

Daily schedules are subject to change on party days and for field trips.

# MISSION & PHILOSOPHY

Moorpark Little Learners Academy strives to provide each child with opportunities for social development, physical activity, and educational stimulation. Through both self-discovery in a nurturing environment and teacher directed instruction, we work to help each child develop a healthy self-concept in a school-like setting.

## PROGRAMS

### Toddler Time

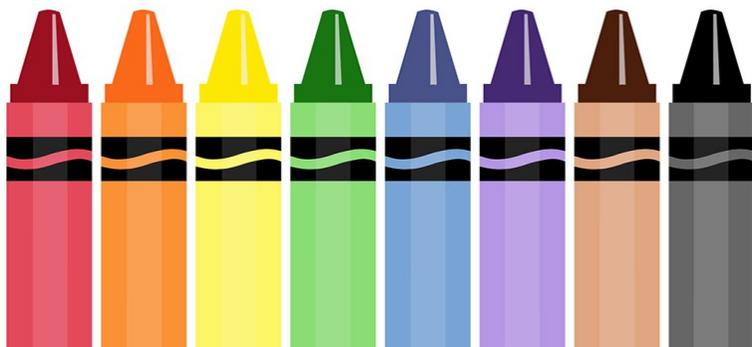
Toddler time is for students 2 to 3 years and provides a gentle introduction to a school-like setting. Children will work on social skills including listening, following directions, and sharing. Students will also be introduced to the basic concepts of colors, shapes, seasons, letters, and numbers. Classroom activities include music, movement, finger plays, stories, fine and large motor activities, and free exploration.

### 3 Year Old Class

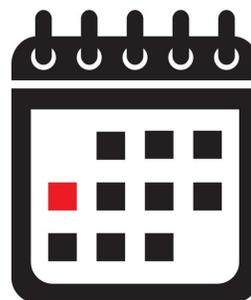
This program is designed to develop each child's large and fine motor skills, social skills, speech and language, and thought processes. Students will work on mastering building blocks for future learning, such as color, shape, number, and letter recognition. Classroom activities include arts and crafts, games, finger plays, music, stories, circle time, free exploration, and more.

### 4 Year Old Class

In this program, children will continue to develop their large and fine motor skills, social skills, speech and language, and thought processes as they prepare for Kindergarten. They will build upon the concepts learned in the 3 year old class and work toward recognizing upper and lower case letters, understanding letter sounds and phonics, and exploring number and patterning skills. Classroom activities include arts and crafts, games, finger plays, music, stories, circle time, free exploration, and more.



# 2020-2021 School Calendar



Moorpark Little Learners school year runs September through May. We follow Moorpark Unified School District's calendar for most holidays and breaks.

**Tuesday & Wednesday 9/8 & 9/9/20:**

**First Day of School**

**Wednesday & Thursday 9/23 & 9/24/20:**

**School Pictures**

**Monday, 9/28/20:**

**Yom Kippur, No School**

**Thursday & Friday 10/29 & 10/30/20:**

**Halloween Parties**

**Wednesday, 11/11/20:**

**Veterans Day, No School**

**Thursday & Friday 11/19 & 11/20/20:**

**Thanksgiving Parties**

**Monday-Friday, 11/23-27/20:**

**Thanksgiving Break, No School**

**Wednesday & Thursday 12/16 & 12/17/20:**

**Holiday Parties**

**Monday 12/21/20 - Friday 12/31/20:**

**Winter Break, No School**

**Monday, 1/18/21:**

**MLK Day, No School**

**Thursday & Friday, 2/10 & 2/11/21:**

**Valentine Parties**

**Friday 2/12 & Monday, 2/15/21:**

**President's weekend, No School**

**Tuesday & Wednesday, 3/16 & 3/17/21:**

**St. Patrick's Day Parties**

**Thursday & Friday, 3/25 & 3/26/21:**

**Easter Parties**

**Monday-Friday, 3/29 - 4/2/21:**

**Spring Break, No School**

**Thursday, May 27, 2021:**

**Graduation Ceremony**

**Last Day of School**

# OUR STAFF

Moorpark Little Learners is staffed with a Preschool Director, Preschool Teachers, and Preschool Aides. The program is administered by the City of Moorpark's Recreation Division. Our staff are well educated and experienced, and most importantly, they have a passion for early childhood development. All school staff undergo fingerprinting and background checks and are CPR and First Aid trained.

## MANDATED REPORTERS:

We are designated "Mandated Reporters". In accordance with state law, all cases of suspected child abuse or neglect will be reported to the appropriate agency.



# SCHOOL FACILITIES

Moorpark Little Learners Academy is held at Arroyo Vista Recreation Center & Park. Students will enjoy classroom activities in our air conditioned rooms. They also have access to our indoor gymnasium, and park facilities including picnic pavilions, playgrounds, and lots of open space. During inclement weather, all activities will be held indoors.

# DRESS CODE

Students must dress appropriately for an active day. We recommend dressing in layers for your child's comfort. Clothing should also be easy for your child to manage for toileting purposes. Children must wear athletic or other soft-soled shoes with a closed-toe and heel. This will allow your child to fully experience all of the activities throughout the day! Please make sure to mark jackets and sweaters with your child's name!

## PARENT VOLUNTEERS

Parent volunteers are welcome in the 3 and 4 year old classrooms to assist with arts & crafts, lesson plan preparations and with our party preparations. Parents may volunteer in the classroom only when teachers are present, and must sign up in advance to assist. Parent volunteers must complete and sign a volunteer waiver. Parent volunteers are needed for certain holiday parties; sign-ups will be available in the classroom.



# WHAT TO BRING

## TODDLER TIME

Please make sure your toddler's bag has wipes, diapers, and a change of clothes each day they attend.

## 3 and 4 YEAR OLDS

Please bring a sack lunch each day your child attends school (except Friday.)

Please bring a nap mat or small blanket and pillow for rest time. Please mark these items with your child's name and launder them each week.

## ITEMS FROM HOME

Moorpark Little Learners Academy provides all the toys, books, games, manipulatives, puzzles, imaginative play items, and everything else needed for a vibrant and well stocked classroom. We strongly discourage bringing toys, electronics, favorite stuffed animals, or other personal items from home. Students at this age may not differentiate between classroom property and another student's favorite possession.

If you feel your child needs to bring a personal item from home for comfort or other reasons, please discuss this with your child's teacher PRIOR to bringing the item.

## ALL STUDENTS:

Emergency Comfort Kit (*bring on first day of school*)

Include change of clothes, small book or toy, and family picture in a large zip-lock bag.

# LUNCHES & SNACKS:

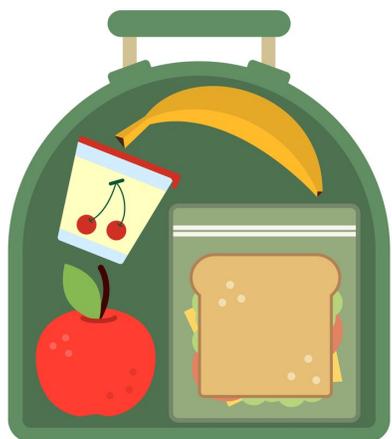
If your child is in the 3 or 4 year old class, please pack a lunch for your child in a sealed lunch box or cooler (except Fridays). Make sure lunches are clearly marked with your child's name. Refrigerator space is available only if your child has a special need and requires refrigerated food or medication. Children will be provided with a nutritious snack each day. Please make sure to let us know of any food allergies or restrictions.

## FOOD ALLERGY NOTICE:

Nuts or other allergens may be present on equipment or facilities at the Arroyo Vista Recreation Center and park that are used by the school. Please be aware that this school is **not** nut or other allergen free, and that participants may come into contact with nuts or other allergens.

## BIRTHDAY PARTIES

We love to celebrate birthdays! If you would like to celebrate in the classroom, please let us know at least one week in advance, including what type of food you would like to bring.



# ATTENDANCE

**SIGN IN / SIGN OUT POLICY:** To ensure your child's safety, children must be dropped off and picked up by a parent or authorized adult (age 18+). All students must be signed in and out on the attendance roster each day. Please note that only adults listed on your registration form are allowed to sign your children in or out. Any temporary authorization of someone not on your registration form must be received IN WRITING.

**Please note that \*Photo ID is required to sign out a child\* until our teachers are able to recognize each parent by name & face!**

Your child may feel separation anxiety, especially during the first few days or weeks of school. When dropping off your child each morning, please make sure to say goodbye to him/her, and leave soon after. While it may be difficult to hear your child crying or pleading not to be left, this is a normal expression of their attachment to you. Over time, your child will learn to trust the school environment and know that you are coming back for them at the end of the school day.

## SICK DAYS & ABSENCES

Tuition is charged and payable on a monthly basis; therefore refunds or credits for sick days and other absences are not available.

As a courtesy, please call our office at (805) 517-6300 if your child will be absent from school so we can inform his/her teacher.

# BEHAVIOR MANAGEMENT

Everyone at Moorpark Little Learners Academy should feel safe and valued! Our teachers provide a well-planned and supportive environment to help prevent undesirable behaviors before they present themselves. Our goal is to help children learn how to interact appropriately with others through emotional regulation and self-discipline. As toddlers and preschoolers develop socially, it is not uncommon for them to exhibit aggressive verbal or physical behavior as they try to get their needs met. Our staff will guide and encourage children to play cooperatively with others, gain control of their impulses, express themselves in ways that are not harmful to others, understand acceptable and unacceptable behaviors, and use language to communicate their needs.

Some students may have behaviors that are more difficult or persistent than others. Our goal is to redirect behavior before discipline is necessary. This will be done through verbal cues, modeling, and establishing clear expectations. We will never use physical or psychological punishment on a child. For recurring or serious behavioral issues that negatively affect the classroom environment or other students, we will work with parents via a Behavior Contract to identify strategies to improve behavior. If issues continue to persist or the child poses a threat to others or themselves, it may be that the child is not ready for the large classroom environment, and the child may be sent home for the day, temporarily suspended, or permanently removed from the school.

# Student Health & Wellness

**ILLNESS:** In order to protect the health of other children, any child who is ill or has a contagious medical condition or head lice may not attend school. Children must be free from fever, rash, vomiting, other signs of illness, or nits/head lice for 24 hours before returning to school. If a child develops an illness or signs of head lice while at school, the parent or legal guardian will be notified and the child must be picked up within one hour. *Head Lice:* Please check your children for head lice before bringing them to school. We have a “NO NITS” policy.

**INJURIES:** School staff will administer basic first aid, bandages, and ice packs for minor injuries. For more serious injuries, the parent will be immediately contacted. In the event of a life-threatening injury, emergency medical services will be called.

**EMERGENCY PROCEDURES:** Safety drills will be conducted monthly, with an evacuation drill conducted once each school year. In the event of an emergency that requires evacuation of the facility, children will be guided to the open grass area to the east of the recreation center building. Parents will be called to pick up their children as soon as it is safe to do so.

**SUNSCREEN:** Parents should apply sunscreen to children every day prior to school, and pack sunscreen for reapplication during the day.

**MEDICATION:** Only prescription medication can be administered by school staff. Prescription medication must be brought in the original container at the time the child is signed in for the day. A “Permission for Administration of Prescription Medication” form must be completed before medication can be administered by our staff.

**HYGIENE:** Good hygiene is important for everyone’s health! Students should come to class clean and well-groomed. During the day, students will be required to wash their hands after working on art projects, using the restroom, playing outside, and before snack and lunch time. **Students in the 3 and 4 year old classes must be potty trained.** We recommend sending your children to school in clothing that is easy for them to manage. School staff will assist children with toileting when necessary.

**Toddler Time:** Please send your child in a clean diaper. We generally will change only poopy diapers, so your child may be wet upon pick-up. Please advise us when you begin to potty train your child, so we can assist with the process while your child is at school. If your child has a diaper change or uses the potty, during school, we will leave a notification card in your child’s cubby to let you know.

**IMMUNIZATIONS:** Each student must be current with his/her vaccinations before attending school. Proof of immunizations from your child’s health care provider is required. *Immunization chart courtesy cdc.gov*

**CHILDREN WITH SPECIAL NEEDS:** Children with special needs are welcome at Moorpark Little Learners Academy. For the well-being and safety of all students, all participants, including those with special needs, must be able to abide by school rules and participate in group activities. **If your child needs an accommodation, an Accommodation Form must be completed and submitted with the annual enrollment form.** Based on the information provided to us, we will work with each parent to determine if this school is an appropriate environment for the child and what accommodations can be implemented. Accommodations will be assessed on a case-by-case basis.

Birth	1 month	2 months	4 months	6 months	12 months	15 months	18 months	19-23 months	2-3 years	4-6 years	
HepB	HepB			HepB							
		RV	RV	RV							
		DTaP	DTaP	DTaP		DTaP				DTaP	
		Hib	Hib	Hib	Hib						
		PCV13	PCV13	PCV13	PCV13						
		IPV	IPV	IPV						IPV	
				Influenza(Yearly)*							
					MMR					MMR	
					Varicella					Varicella	
					HepA§						

# TUITION & FEES

## Tuition:

Tuition includes teacher services, class materials, and daily snack. Tuition does not include lunch or fees for special activities such as field trips.

Tuition for the school year is payable monthly and is due on the 15th day of the prior month. (For example, September tuition is due by August 15.) Tuition is paid at the Arroyo Vista Recreation Center office. Payment may be made by check (made payable to "City of Moorpark"), cash, or Visa/MasterCard. Parents may enroll in automatic payments, please see the office for more information.

*Please note that tuition is not prorated for absences or school holidays.*

## Late Payments:

A \$25 late fee will be assessed if tuition is not paid by the due date.

If tuition (and late fee) is not paid by the 1st day of the month for which tuition is due, the child may not attend class until tuition is paid.

If tuition (and late fee) is not paid by the 5th of the month, the student will be removed from the program.

## Withdrawal:

Parents must provide notice of their intent to withdraw a child from the program no less than thirty days prior to the withdrawal date, and prior to the tuition due date for the month during which the student will stop attending school. If the child's last day is prior to the end of a school month, tuition may be prorated on a weekly basis.

<b>TUITION and FEES</b>	1st Child	2nd Child +
Monthly Tuition - Toddler Time	\$230	\$215
Monthly Tuition - 3 Year Old Class	\$335	\$320
Monthly Tuition - 4 Year Old Class	\$395	\$380
Late Payment Fee	\$25	\$25
Late Pick Up Fee	\$10	\$10
Annual Enrollment Fee	\$125	\$100

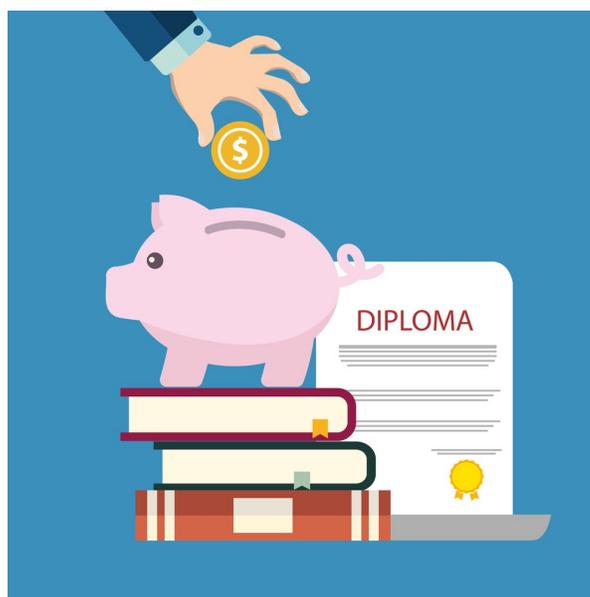
# ENROLLMENT

Moorpark Little Learners Academy is open to children between the ages of 2 to 4 years (by September 1st). Enrollment priority is given to:

1. Students currently enrolled in the program who are advancing to the next class.
2. Those on the waiting list, in the order the child was placed on the list. *Children enrolled from the waiting list must meet the age requirement for the class in which a space is open.* To be added to the waiting list, please contact our office at (805) 517-6300.

In order to enroll in Moorpark Little Learners, the following requirements must be met:

1. A Moorpark Little Learners Academy enrollment form must be completed and signed.
2. Proof of age (birth certificate or similar document) may be required.
3. Proof of current immunizations is required.
4. Payment of the non-refundable annual enrollment fee.
5. Children entering the 3-year old or 4-year old class must be fully potty-trained.



## **LICENSE INFORMATION**

Per California Health & Safety Code section 1596.792, Moorpark Little Learners is a "Public Recreation Program". "Public recreation programs" are exempt from child care licensing. Although we are not a licensed day care facility, we maintain the highest standards for our staff, facilities, and programs. Our EIN for tax purposes is 95-3860962.

# Moorpark Little Learners Academy

at the  
Arroyo Vista  
Recreation Center



Arroyo Vista Recreation Center  
4550 Tierra Rejada Road,  
Moorpark CA 93021  
[www.moorparkca.gov/recreation](http://www.moorparkca.gov/recreation)  
[avrc@moorparkca.gov](mailto:avrc@moorparkca.gov) \* (805) 517-6300