Quack Pack
Parent Manual

2018-19 School Year
Dear Parents:

Welcome to our After School Program! This is a supervised recreational program that includes a variety of activities such as games, sports, arts & crafts, special events, homework help, and free choice activities. Our purpose is to teach, guide and safeguard children who come to learn and play. We strive 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. 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 to know for this program. Please read them carefully as it is essential that you know and understand this information. Please review the packet with your child(ren) so 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 school year with us. If you should have any questions regarding any of the information contained in this packet, please do not hesitate to call the park office.

Sincerely,

After School Staff
**HOURS OF OPERATION:** The After School Program operates from 2:30pm-6:00pm Monday, Wednesday, Thursday, and Friday and from 1:30pm-6:00pm on Tuesdays. We follow the LAUSD calendar year, and offer early pickup when children are early-released from school. In addition, we follow the City of Los Angeles calendar for holidays. We are closed when city offices are closed and we do not operate when schools are closed or children have student-free days at school. **All children must be signed in, so please do not drop your child off outside of our operating schedule, or outside of the building.**

**REGISTRATION:** In order to be registered for After School the following must be completed for each child:

- A complete and current Registration form signed by parent/guardian
- A complete and current Health History Form with vaccination record
- A copy of birth certificates or proof of age (for TK and Kindergarten students only)
- Registration fees and all registered week’s fees **paid in full before services rendered**

Only payments by cash (exact change), personal check, Visa/MC, and money order will be accepted. **Please make checks/money orders payable to “City of Los Angeles”.** A fee will be assessed for all returned checks. It is required that you notify our office immediately of any changes that need to be made to your child’s application (e.g. phone number, address, medical information, etc.) Registration will be an on-going process until the maximum number of children has been reached. Registration is taken on a first-come, first-served basis and will fill quickly, and our After School Program accepts a maximum of 60 children.

Fees are NON-TRANSFERABLE and may only be applied as indicated on the receipt.

**AGE:** Our After School Program is designed for children ages TK (4 years and 9 months, and concurrently enrolled in TK)-age 12.

**FEES:**

**REGISTRATION FEE:** $40.00 must be paid in advance before starting After School attendance. This fee is charged one time only and is non-refundable. It covers the cost of supplies for this program.

**REGULAR MONTHLY FEE:** $80.00 per month, and is due **on or before the 1st day of the month. Fees paid after the 5th of each month will incur a $10.00 late fee.** The monthly fee includes supervision, activities, and snack. After School is Monday, Wednesday, Thursday and Friday from 2:30pm-6:00pm and Tuesday from 1:30pm-6:00pm (on early release days, 2:30pm-6:00pm on all other Tuesdays).

**LATE PICK UP FEE:** will be charged at a rate of **$10.00 for every 10 minutes** after the end of After School. The end of After School is 6:00pm. There is a 10 minute grace period before fees apply. Parents, please contact the center immediately if you anticipate being late. You may reach us at (323) 664-2468 to inform us of a late pickup. **Because the park facility closes at 9:00pm, Children not picked up by 8:30pm will be turned over to the Office of Public Safety (OPS) or LAPD. The late fees will also be charged. Please don’t keep your child waiting.**
SIGN-IN AND SIGN-OUT PROCEDURE: Parents or a designated person must sign-in and sign-out their child with a full signature. Do not drop off your child(ren) without signing them in. There will be no exceptions to this rule. **Children will be released only to those adults whom that parent has designated on the original application form.** If a parent requests that someone else sign-in or sign-out the child, the request must be made in person and added to the child’s registration form. **For that reason we ask that you list as many people as possible that may possibly pick up your child from After School.** Anyone signing out a child may be requested to present photo identification. You may drop off or pick up your child at any time during the program.

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 that, for the happiness of the child, divorced or separated couples agree to review the parent manual together and agree to abide by the policies herein. Separate accounts can be established for each parent if desired. Please see the park office for details.

CHECK-IN & CHECK-OUT: Students will be signed in upon arrival (usually between 2:45pm-3:00pm Mon, Wed, Thu and Fri, 1:45pm-2:00pm on Tuesday). Those that arrive via their own transportation may sign in starting at those times. All children must be signed out by parents or those authorized on their application. Please be sure to bring photo identification to pick up a child if you are not the custodial parent.

PARTICIPATION: A variety of different activities will take place throughout the day. It is important, and to each child’s benefit, that everyone participate in all activities. Participation by everyone makes the program more fun for all. They may get DIRTY, and they WILL run. Please send them in clothes appropriate for active play.

SPECIAL DIET SNACKS: If your child is on a special diet please pack a spoil-free snack for your child each day. We discourage peanut and tree nut (almonds, Brazil nuts, cashews, chestnuts, filberts/hazelnuts, macadamia nuts, pecans, pistachios, pine nuts, shea nuts and walnuts) because we currently have children enrolled in the program with allergies. Also, please advise the staff of any food allergies your child may have and note it on the child’s health form. The best snacks are dried fruits, cereal bars, fruit, or crackers.

AFTER SCHOOL PROGRAM GUIDELINES: Children are expected to abide by the Six Pillars of Character. These guidelines are designed to enhance the growth and development of all participants.

1. **TRUSTWORTHINESS** – Be honest. Don’t deceive, cheat, or steal. Be loyal.
2. **RESPECT** – Treat yourself and others with respect; follow the Golden Rule. Use good manners, not bad language. Don’t threaten, hit, or hurt anyone.
3. **RESPONSIBILITY** – Do what you are supposed to do, and keep the park clean. Think before you act. Be accountable for your choices.
4. **FAIRNESS** – Play by the rules. Take turns and share.
5. **CARING** – Be kind, compassionate, and show you care.
6. **CITIZENSHIP** – Do your share to make your park and Community better.

SAFETY RULES:

1. **BUDDY-UP:** Children must take a buddy with them at all times (ex. Restroom, water fountain) and notify Staff before going anywhere.
2. **COMFORTABLE FOOTWEAR** – No sandals or crocs. Closed-toe shoes must always be worn. Please make sure your child’s footwear is comfortable for the day’s activities.
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 After School Program Staff to resolve the issue. Under no circumstances should one child retaliate against another. Nor should a parent address a conflict with a child other than their own.

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 personal items (balls, toys, slime, Pokemon cards, electronic games, jewelry, Ipod/Iphone/MP3 players or cell phones, etc.) to After School. Children will not be allowed to use cell phones during program hours. 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 the first Monday of every month. The Lost and Found box is located in the park office.

PHONE CALLS: Children will not be allowed to use the phone in the park office. 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 during the program. Phone calls interrupt whatever activity your child is participating in. There is only one phone line for the park and we need to leave the open for emergency purposes. 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. If you and the child’s other parent are divorced or separated please make sure that their other parent is aware of this rule.

DRILLS: To assure the safety of the Children, 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.

HOMEWORK HELP: We provide 45 minutes of homework help each day for your child(ren) if their classroom issues homework. Pencils, crayons, scotch tape, glue sticks and scratch paper are available for their use at that time. Unfortunately we cannot assist your child with computer-based homework (office computers are for park business only). If your child cannot complete their homework in our 45 minute homework session, they will have to complete it at home. Most children are finished by the end of the 45 minutes. If your child does not have homework or finishes early, they will be required to play quiet games or read so that other children may study. If you do not want your child to do their homework during After School, please notify the park office.

SNACKS: We make every attempt to feed nutritional snacks in our After School Program. We offer fruit, string cheese, crackers, cereal bars, yogurt, and similar items. A calendar is available with our monthly snack plans. If you do not like the snack served on a particular day, please pack a spoil-free snack for your child(ren).

SCHEDULE CHANGES: We make every effort to keep track of your child’s schedule changes accurately. We understand that last minute changes can occur. We ask that you contact us at least 45 minutes prior to the end of the school day so that we can notify the After School Staff. If we are expecting your child and you do not notify us of a change, and we have to contact you, we will assess a $10 no-call fee on your account.

If your child is attending another activity repeatedly (for example, every Monday for 6 weeks) please give us a written note that includes the start and end dates of the program and what days are affected.
DISCIPLINE: We want a fun and safe program for everyone, but there will be consequences for continual misbehavior. In the event that the rules are broken, the following 4-step redirection procedure will be carried out.

DISCIPLINARY PROCEDURES:

1. **First incident** – child will be spoken to and their energies will be redirected.
2. **Second incident** – A conference with the Program Staff will be set up. This will be recorded in a “Note Home” and the parent will receive a copy.
3. **Third incident** – A conference with the Director-in-Charge and the issuance of a “Note Home” with a scheduled meeting with the parents.
4. **Fourth incident** - A cool down time will be issued until the parent comes to pick up the child. We will contact you and ask that you pick up the child as soon as possible. A report will be issued dealing with the incidents. The Director-in-Charge will meet with the parents and child to discuss a resolution of the incident or the dismissal of the child from the program. A third “Note Home” will be issued.

VIOLENT BEHAVIOR AND DISOBEDIENCE THAT ENDANGERS AND/OR DISRUPTS THE AFTER SCHOOL REQUIRES IMMEDIATE PARENT PICK-UP.

THE CHILD MAY BE DISMISSED FROM FURTHER PARTICIPATION IN THE AFTER SCHOOL PROGRAM. NO REFUNDS WILL BE PROVIDED.

All “Notes Home” are kept in the child’s file. Children are accepted back to our program when a parent has signed the “Note Home”. **There are no refunds if the child is withdrawn due to behavior issues.**

ILLNESS, EMERGENCY, AND MEDICATION:

- **Minor Injuries:** Program 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.
- **Emergencies/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.
- **Illness:** This is a Well Child Facility. DO NOT send your child to After School if he/she is not feeling well. Should your child become ill while in After School, he/she will be separated from the other children and we will try to make them comfortable. Parents/guardians will be called at the numbers listed on the registration form to pick up the child immediately. For the protection and safety of all participants, children with contagious conditions will not be admitted in the After School 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 and sort of medication it must be signed in and out of the office. All medication must have the original prescription label with child’s name and dosage listed, and 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.

You are required to advise the Director IMMEDIATELY, in writing, of any and all changes to medical history, authorizations, and contact information.

STAFF: All staff members have gone through the interview process by the After School director to ensure that they meet the qualifications for our After School Program. All of the staff have worked as volunteers, Summer Youth Employment Workers, or Recreation Assistants prior to this year. 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 24 hours of staff training that includes CPR, First Aid and child development. At least 80% of the staff is over 18 years of age and staff under 18 years of age are never left alone with the children.

**SUPERVISION RATIOS:**

<table>
<thead>
<tr>
<th>At Site:</th>
<th>Child Age</th>
<th>Number of Staff</th>
<th>Number of Children</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4-8 years</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>9-11 years</td>
<td>1</td>
<td>10</td>
</tr>
</tbody>
</table>

**HEALTH HISTORY FORM / EMERGENCY CARDS:** For the protection of your child, we require that the Health History Form and 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/guardians cannot be located.

Please list your cell phone numbers on the application. If you know that you cannot be contacted at the number on your application on a particular day, please provide staff, in writing, with an alternate number. Please also inform us which number is best to reach you between the hours of 2pm-6pm if it is not your cell number.

**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.

**DAILY SCHEDULE:** After School children are offered a variety of options for free-choice play during the After School program. They can choose to participate in sports, games, puzzles, playground time, snack, music and arts & crafts. The basic schedule looks like this:

- **2:45-3:00pm**  Arrive at Park from School
- **3:00-3:15**  Gym activity
- **3:30-4:15pm**  Homework Help or Quiet activities
- **4:15pm**  Snack
- **4:00-5:00pm**  Playground/Gym Time/Outdoor Games/Crafts
- **5:00-6:00pm**  Indoor Games/Activities

**SPECIAL EVENTS:** We celebrate special events throughout the year (National Public Lands Day, Halloween, Holiday Show, Valentine’s Day, Spring Vacation, last day of school) with the After School Program. We may offer treats or special activities on those days. Your child may opt to participate or not. We only offer movies during special events, as we prefer to keep After School mostly screen-free.
PARENT'S OATH:

- My child and I will abide by the rules and guidelines established by Bellevue Recreation Center in an effort to ensure the safety, health, and welfare of all participants.
- I will help with all disciplinary matters concerning my child. I understand that failure to obey all rules of the center may result in dismissal from the program.
- I fully understand and agree that there is a ZERO TOLERANCE policy for Children in regards to use of alcohol, drugs, drug paraphernalia, or any illegal controlled substances. I also understand that the use of drugs or alcohol is grounds for immediate dismissal from the program.
- I fully understand that violent or disrespectful behavior, based on the Director's judgment, will not be tolerated and may also result in immediate dismissal from the program.
- I fully understand that weapons of any kind are not permitted on park grounds.
- Bellevue Recreation Center reserves the right to cancel or substitute programs or activities when necessary.
- I understand that if my child is on the After School list for a given day and they will not be attending, I must notify the program 45 minutes before school dismissal or pay a $10 no call fee.
- I understand that children walk from school in all weather, and will provide my child with appropriate jackets/rain gear.

Parent's signature: ___________________________ Date: ___________________________
CITY OF LOS ANGELES

Eric Garcetti, Mayor
Councilmember Mitch O’Farrell, First Council District

DEPARTMENT OF RECREATION AND PARKS

Board of Commissioners

Sylvia Patsaourus, President
Lynn Alvarez, Vice President
Melba Culpepper, Pilar Diaz, Joseph Halper

Recreation and Parks Administration

Michael A. Shull, General Manager
Anthony (AP) Diaz, Esq., Executive Officer & Chief of Staff
Vicki Israel, Assistant General Manager, Recreation Operations Branch
Anita Meacham, Superintendant, Metro Region
Gonzalo Manrique, Principal Recreation Supervisor, Metro Region
Laura Island, District Supervisor, Griffith District

Bellevue Recreation Center

Sherri Lindsay, Facility Director
Anthony Montiel, Recreation Coordinator

After School Staff

Alemania Garcia, Alfredo Manrique, Amber Huerta, Ana Santos, Andre Loew, Andy Favela, Ashley Saclolo, Carlos Santos, Danya Garcia, Elizabeth Brenes, Feliciano Garcia, Helen Hernandez, Karen Quiroz, Melanie Santos, Miryam Hernandez, Oscar Chavez

Persons with disabilities are welcome to participate in our programs. Reasonable accommodations will be made with prior arrangements.

“Achieving Gender Equity through a continuous commitment to women and girls in sports.”
Parent Handbook Acknowledgement Form

I have received a copy of the Parent Handbook and agree to abide by the policies therein.

Parent:_____________________________ Date:________

Parent:_____________________________ Date:________

Child’s Name:_______________________

Child’s Name:_______________________

Child’s Name:_______________________

Child’s Name:_______________________