



CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

BRANFORD

RECREATION CENTER



AFTER SCHOOL PROGRAM



LEARN, EXPLORE, & GROW.



PARENT HANDBOOK

2021 - 2022

WHAT WE OFFER:

- HOMEWORK HELP.
- TUTORING.
- EXCELLENT STAFF.
- INTENSIVE LEARNING.
- CRAFTS & PHYSICAL ACTIVITIES.
- IMPROVED GRADES & TEST SCORES.

 laparks.org/reccenter/branford

 13306 Branford Street, Arleta, CA

 (818) 893-4923 Recreation Center

(818) 891-6205 Child Care Center



@BranfordRecCenter



@BranfordRC

AFTER SCHOOL PROGRAM

PROGRAM OVERVIEW

The After School program is designed for children ages 5 through 12 years old. Five year olds must be in kindergarten or beginning 1st grade. The staff ratio is one (1) staff for every ten (10) participants. The Maximum number of participants that can enroll in the program is 20. Staff will pick up participants using a city vehicle or by walking.

Staff will provide supervision, create a fun and safe learning program. Daily activities include, assistance with homework, helping participants with reading, math, phonics, writing, and any other school related assignments. Other activities include arts and crafts, indoor and outdoor games.

Program hours are from 2:30 pm – 6:00 pm on Mondays, Wednesdays, Thursdays, and Fridays. Tuesday's hours are from 1:30 pm – 6:00 pm. Schedule of hours is subject to change for early dismissal. Hours will vary during parent's conference week. Program dates coincides with the school calendar.

REGISTRATION AND FEES

The weekly fee per child is \$60 and must be paid before attending the program. Space is limited and it is available on a first come first serve basis. Registration must be done online <https://www.laparks.org/reccenter/branford>.

If payment is not received by Monday, a \$10 late fee will be added to the total weekly payment. A \$10 late pick up fee will apply when a child is picked up after 6:00 pm.

SAFETY PROTOCOLS

Safety and social distancing guidelines will be strictly followed. Daily COVID-19 symptom screening and temperature checks for employees and participants. Clean face coverings (masks) are mandatory for participants and staff. Participants will be separated into two groups and will remain in the same groups as consistent as practicable to limit exposure.

PROTOCOLS FOR SYMPTOMS AND POSITIVE COVID-19 CASES

Employees or participants who are feeling sick must stay home. COVID-19 symptoms include but are not limited to fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or a new loss of taste or smell.

If a child or staff becomes symptomatic during program hours, he or she will be placed in isolation, and sent home. The arts and craft room in the recreation center has been designed as the isolation room.

Parents and staff must notify the site supervisors immediately by phone or email if they ***have tested positive for COVID-19, came in contact with someone who has tested positive for COVID-19 and has participated in the program during the 14 days preceding the positive test result.***

In the event of a suspected COVID-19 related case, an onsite COVID-19 testing will become available to staff. Staff or participants may not return to the camp until approved by Human Resources. Depending on the specific details of the situation the program or room is subject to closure.

HOLIDAYS, PUPIL FREE DAYS, UNASSIGNED DAYS

We are closed on pupil free days, Unassigned Days (school not in session) and on the following days;

- September 6 - Labor Day
- October 11 - Columbus Day/ Indigenous Day (City Holiday)
- November 11 - Veterans Day
- November 22-26 - Thanksgiving break
- December 20-31 - Winter Break
- January 1 – 7 - Winter Break
- January 17 - Martin Luther King Day
- February 21 - Presidents Day
- March 28 - Cesar Chavez Day(City Holiday)
- April 11-15 -Spring Break
- May 30- Memorial day

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DAILY SCHEDULE (Sample)

2:00 pm - 2:30 pm - Pick up participants from school

2:30 pm - 3:30 pm - Homework

3:30 pm - 3:45 pm - Social sanitizing / cleaning

3:45 pm - 4:00 pm - Snack

4:00 pm - 5:00 pm - Activity of the day

5:00 pm - 5:15 pm - Social sanitizing / cleaning

5:15 pm - 6:00 pm - Free play / End of program

CHECK IN / OUT PROCEDURES

Registered participants are signed in by staff once they are picked up from the school. All register participants must meet the staff at the designated area. Participants must be signed out by a parent, legal guardian or an alternate person that is on the authorized pick up list from the registration form. Please list as many people as possible that may pick up the participant from the program. Over the phone request will not be permitted for the safety of the participant. Identification will be required when signing out a participant. Parents/guardians must wait outside for the participants. Please call the Recreation Center office or email us before noon if your child is not going to attend the After School program.

SNACKS

A healthy snack will be provided. Participants may bring their own snacks. We accept any donations for snacks. Please send your child with a reusable water bottle.

PARTICIPANTS EXPECTATIONS

Participants are expected to follow program guidelines set by the staff. Disrespectful, violent or disruptive behavior will not be tolerated. Such behavior may also result in immediate dismissal from this program. The following is a list of program rules for all participants.

- Be polite, kind, and friendly
- Respect all participants and staff.
- Be responsible and honest.
- Maintain a clean program.
- Participate in all activities.
- Play fairly and safe.
- Avoid arguing or altercations of any kind which include kicking, hitting, or any unruly behavior.
- Practice social distance and follow Department health guidelines.
- Communicate with staff if you have a problem, concern, feel sick or have a question.

SPECIAL NEEDS ACCOMMODATIONS

All special needs accommodations will be addressed on a case-by-case basis. For children requesting special needs such as; one on one shadow will be allowed only if the shadow person has been live scanned and approved by the Department of Recreation and Parks. DPH will be engaged if a situation occurs and a child has medical conditions that prevent them from wearing a face covering.

DISASTER PREPAREDNESS KIT

In the event of an earthquake or other natural disaster, it may be necessary for us to be responsible participants for an extended period of time. While we hope that this will never be necessary, we would like to be prepared to handle the situation in the best possible manner. Please send your child with an Emergency Preparedness kit such as, an index card with the child's name, address, telephone number, an out-of-state emergency contact name and telephone number, pertinent medical information, and any necessary directions for medications, two personal items, 72-hour supply of necessary medications (include dosage instructions), if necessary, Change of undergarments perishable snacks, and a picture of family members.

City of Los Angeles Department of Recreation and Parks
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DRESS CODE, CELL PHONES, PERSONAL BELONGINGS

Participants are required to dress appropriately for the program. Please plan ahead of time for rainy days and extreme weather conditions. Participants are not allowed to use their cell phone during program hours. Personal items such as electronic game consoles, iPod/MP3 players, tablets, toys etc. are not permitted. Participants should label all belongings such as clothing, backpacks, lunch pails, etc. The Department, the program and staff are not responsible for lost or stolen items.

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

FIRST AID TREATMENT, AND MEDICATION

First aid will be provided by staff when necessary. If a participant requires any sort of medication, it must be signed in to the office. All medication must have the child's name labeled along with clear instructions for use. Staff is not authorized or responsible to administer any medication to the child, but will supervise the child while they take their medication.

If you have any questions, or concerns regarding any of the information contained in this handbook, please do not hesitate to call the park office, at (818) 893-4923 or email us at rap.branfordrc@lacity.org.

All information in this package is subject to change. Children with disabilities are encouraged to participate in our program. Reasonable accommodations can be made with prior notice. Full refunds are only issued when the recreation center cancels the activity. A 15% cancellation fee will be included for all approved refunds.