

# WELCOME TO Oakwood ASC



## Hello Oakwood ASC Participants & Parents/Guardians!

Welcome to Oakwood ASC! Get ready for a fun filled learning environment with games, sports, arts & crafts, special events and more. At Oakwood ASC, we are all about having fun and developing ourselves into better people.

We strive to create a safe and supportive environment for all participants. We are here to help everyone learn, make friends, and discover new skills while having fun!

In this handbook, you'll find all the ins and outs of ASC - rules, procedures and everything in between. Please note that all parents/guardians will be asked to acknowledge their receipt, understanding, and agreement of this handbook when filling out the student information form(s).

Make sure to give it a thorough read with your student(s) so you're both ready to engage with the ASC in a fun and respectful manner.

Questions? We'd be happy to provide answers! Don't hesitate to reach out via phone or email. We're here to help make this the best ASC experience!

Best,  
Oakwood ASC Staff

# TABLE OF CONTENTS

Student INFORMATION FORM ..... 3

STAFFING ..... 4

ILLNESS, INJURIES & MEDICATIONS ..... 4

CHILD ABUSE REPORTING ..... 4

GENERAL INFORMATION ..... 5

ASC HOURS ..... 5

A DAY AT ASC ..... 5

SHADOWS & AIDES ..... 5

PERSONAL ITEMS ..... 6

DROP OFF & PICK UP ..... 6

SNACK ..... 6

Student CODE OF CONDUCT ..... 7

BEHAVIOR CONCERNS & GROUNDS FOR DISMISSAL ..... 8

REFUND POLICY ..... 8

# STUDENT INFORMATION FORM

All students must have a student Information Form on file at the Recreation Center. This contains information such as authorized pickup names, emergency contacts, health information and more. For the protection of your student, we require that this form be completed and accurate.

Changes can be made to this form at any time. Please make sure you keep this form up to date and make any adjustments in a timely manner. Please email [oakwood.recreation@lacity.org](mailto:oakwood.recreation@lacity.org) to inform us if any updates are made during the course of the program.

It is mandatory that an additional adult besides the parents/guardians be listed as an emergency contact.

Please ensure you have filled out this form at least one week prior to your student's first day. Please use the following link (case sensitive):  
<https://webapp-us.epactnetwork.com/sign-up>

## **TO FULLY REGISTER FOR AFTER SCHOOL CLUB, YOU MUST COMPLETE ALL 3 STEPS BELOW**

### **1. REGISTRATION & SUBMITTING PAYMENT**

Register Online at LAPARKS.ORG or download the LAPARKS app Add each month of ASC to your cart per child that you wish to register for.

If you are having issues registering and need assistance, you may contact the office at (310) 452-7479 or email [oakwood.recreationcenter@lacity.org](mailto:oakwood.recreationcenter@lacity.org)

**2.E-REGISTRATION FORM** You will receive an email from EPACT, our online registration form site. Please follow the link to create an account and fill out all information for participants enrolled in our program.

All students must have this registration form on file before being allowed to sign into ASC, as this form contains information such as authorized pickup persons, emergency contacts, health information and participation waivers.



## **Staffing**

All staff members have gone through an interview process to ensure they meet the qualifications for the ASC Counselor position. All staff have gone through the City of Los Angeles Department of Recreation and Parks hiring process, which includes fingerprinting and a criminal background check. As part of Staff training, ASC staff will be CPR and First Aid certified.

## **Illness, Injuries, & Medications**

In order to maintain the wellness of our students and staff, Oakwood ASC does not permit students with any infectious diseases, including colds, to attend ASC. If it is determined that a student is not well enough to participate fully in the program, we will call the parent/guardian to pick them up from ASC. Parents/guardians will have no more than one hour to come and pick up the student.

For all minor injuries, minimal first aid will be provided - water soap, band-aids, and ice packs. The injury will be logged and the parent will be notified upon pickup.

For any emergency or major injuries, 911 will be called and the student will be transported to the nearest hospital. The parent/guardian will be called immediately using the phone number(s) provided in the student Information Form. In the event that the parent(s)/guardian(s) cannot be reached, the emergency contact(s) will be contacted.

If your student needs to have access to their medication during ASC hours, please complete the “request for medication to be given out during ASC” question in the student Information Form. Please note that your child is fully responsible for requesting and taking their medication during ASC hours. Oakwood ASC Staff is not responsible for reminding a student to take medication. Staff will not be responsible for administering any medication directly, but will supervise the student while they take their own medication

## **Child Abuse Reporting**

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. Misconduct or harassment of any participant in the Oakwood ASC program is considered to be child abuse and will be reported.

# GENERAL INFORMATION

ASC HOURS: 2PM-6PM

## **Mon-Fri Hours: 2pm - 6pm**

When kids get out early we do adjust for the occasions.

## **A Day At ASC**

Each week we will have a creative theme that all of our activities will be based around. students will also focus on a weekly sport, craft, cooking, etc. Participation by everyone helps to ensure ASC is fun for all and will be strongly encouraged by ASC counselors. Below is a typical ASC day:

2:00pm - 3:00pm - - School Pick-up

3:00pm - 4:00pm - - Homework help and tutoring

4:00pm - 4:30pm - - Snack

4:30pm - 5:00pm - - Enrichment Program

5:00pm - 5:30pm - - Enrichment Program

5:30pm - 6:00pm - - Enrichment Program & Pickup

## **Shadows, Aides, & Accesability.**

Persons with disabilities are welcome to participate in our programs. Reasonable accommodations will be made with prior arrangements. If there are any special needs that you student may have due to a diagnosed condition (i.e. ASD, ADHD) we need to be made aware in order to ensure proper care for your student. Some conditions may require one-on-one supervision; all activities are group activities and are staffed as such. Please be aware that some accommodations may take 30 days or longer. Please reach out in writing to the Facility Director to request accommodations.

- There will be additional charges for shadows/aides attending field trips
- Oakwood Recreation Center is not responsible for students removed from the group by a shadow/aide
- Oakwood Recreation Center does not provided one-on-one supervision.



## **Personal Items**

The City of Los Angeles Department of Recreation and Parks and Oakwood Recreation Center are not responsible for personal items brought to ASC including but not limited to glasses, clothing, jewelry, backpacks, cell phones, electronics, games, toys, money, etc. Please keep valuable items at home.

## **Drop Off & Pick Up**

Authorized Drop Off/Pickup persons must sign in and sign out the student daily with a full signature. Students will be released only to those adults whom the parent has designated on the student Information Form. Adults may be required to show ID at Drop Off and/or Pickup. If a parent requests that someone else sign-in and/or sign-out the student, the request must be made in person at the office and/or added to the student Information Form.

Students must be picked up by 6:00pm. We reserve the right to charge the student's account for Extended Care if they are not picked up on time.

## **Snack**

A snack will be provided daily at 4:00pm for each student. If your student has special dietary needs (i.e. kosher, allergies), please send them with their own snack. If you pick your child up early, there is a possibility they will not receive a snack.

- Facilities are not available at the recreation center to purchase snack.
- Please do not send your child with a snack that has to be heated up. They will not have access to the oven or microwave.

# **Students Code of Conduct**

These are the ASC rules, which are discussed with all students on the first day of ASC. Remember, these rules are here to help us have the best ASC experience ever!

1. Be Kind: Treat others the way you would like to be treated.
2. Listen Up: When Counselors/Directors are talking; it's time to zip our lips and lend an ear.
3. Be Respectful: Use appropriate ASC language - no name calling, cursing or bullying. Please do not comment on how anyone looks, acts or sounds.
4. Personal Bubbles: Do not touch, throw things at, or physically harm fellow students, counselors, or staff.
5. Stay With the Group: Stick together like glue! Stay with your group at all times. No running away. Always be with at least a buddy and a counselor.
6. Safety First:
  - No sharing food or drinks
  - No climbing onto the stage, trees, fences, rocks or hiding around the building
  - No picking up sticks off the ground
  - No petting, feeding dogs or other wildlife
7. Respect ASC Property: Treat ASC items such as art materials, toys, play equipment, and furniture with respect. Parents/Guardians may be held responsible for damage to any park property.
8. Clean Up: Clean up after yourself before moving onto the next activity.
9. No Valuables: Do not bring valuable items from home. students will not be permitted to use phones during ASC hours. We reserve the right to hold on to a student's phone until the end of the day and return it to the parent/guardian upon pickup.
10. Use Your Words:
  - If you've got a problem or need help, don't be shy! Talk to a counselor and we'll do our best to help you out
  - If you are hurt let your counselor know, so they can fill out a report and let your parents/guardians know at the end of the day
11. HAVE FUN! :)

## **Behavior Concerns & Grounds for Dismissal**

If a student does not follow the above rules, a Behavior Report may be issued. After an initial warning and discussion, we have a three-strike policy as follows:

- A first strike requires a meeting with the parent/guardian, student and counselor
- A second strike will be an additional meeting with the full-time recreation center staff included
- A third strike will result in disciplinary action and/or dismissal from the program

Based on the severity of the students's action, Oakwood ASC reserves the right to immediately dismiss a student from our program.

There will be no refunds for students dismissed from the program.

## **Refund Policy.**

- All refund requests must be requested via email or in person at Oakwood RC. Refund requests for ASC must be submitted at least one week prior to the ASC week beginning
- There are no refunds or credits for missed days
- No Refunds for the Enrollment Fee
- A 15% administrative fee will be assessed by the City of Los Angeles Department of Recreation and Parks for any patron granted a refund.
- No full refunds will be issued unless the program is cancelled by the recreation center.

**ALL PROGRAMS ARE SUBJECT TO CHANGE OR CANCELLATION WITHOUT NOTICE**