

City of Los Angeles • Department of Recreation and Parks
RAMON GARCIA RECREATION CENTER
1016 S. Fresno St Los Angeles California 90023
garcia.recreationcenter@lacity.org
<https://www.laparks.org/reccenter/ramon-garcia-msgr>

AFTER SCHOOL PROGRAM PARENT MANUAL

Ramon Garcia Recreation Center welcomes new and returning students. Our afterschool program meets City of Los Angeles standards, and is part of the quality programs offered through the City of Los Angeles, Department of Recreation & Parks. The following pages include policies, procedures and information for after school club students.

Registration: In order to be registered the following items must be completed for each student:

- o In Person/Online Payment of the registration fee
- o A complete and current registration form.
- o A signed parent agreement.
- o Monthly fee paid before attendance (Registration is ongoing until maximum enrollment is met).

Fees/Late Fees: There is a one time \$50 Annual Registration Fee; \$50 per month (not prorated), and a few scholarships for those that qualify. A late pick up fee of \$1 per minute will be charged for every minute after 6:00p.m. (6:10 p.m. for the first incident). Staff is scheduled until 6:00 p.m., fees are charged to cover staff staying past their scheduled time. Fees are non-transferable and may only be applied as indicated on receipt. The late pick up fee must be paid no later than the next day. This fee covers the cost of staff that must stay to attend to late pickups. If you are going to be late, please call to inform staff: (323)265-4755. Monthly fees are due on or before the 1st day of the month. Fees paid after the 5th of each month will incur a \$5.00 late fee. **If a child is not registered for the month, we cannot pick them up.** Both the parent(s) and the school will be notified of the child no longer being picked up by Ramon Garcia Recreation Center., until all delinquent fees are paid.

Refunds: Full refunds are only issued when the Recreation Center cancels the activity. A 15% cancellation fee is assessed for all refunds, once the program date has started. After the first day of a session the Recreation Center may either not issue a refund or issue a partial refund to patrons withdrawing from the activity due to emergencies. Students will not be accepted on a daily or hourly basis; there are no prorated fees.

Hours of Operation: Ramon Garcia Recreation Center After School Program operates from 2:30pm.- 6:00pm., Monday, Wednesday - Friday (except holidays) and Tuesday 1:30pm - 6pm.

If there is an early dismissal day, we ask that parents inform us in advance, so that we may make arrangements to pick up the students..

Holidays Observed:

Labor Day 9/1/25, Indigenous Day 10/13/25, Veterans Day 11/11/25, Thanksgiving 11/27/25 - 11/28/25, Christmas Day 12/25/25, New Years Day 1/1/26, Martin Luther King Jr Day 1/19/26, Presidents Day 2/16/26, Cesar Chavez Day 3/30/26, Memorial Day 5/25/26, Juneteenth 6/19/26,

Facility Payment Hours: Monday-Friday 11:00am-7:00pm. Payments can also be made online at:
<https://www.laparks.org/reccenter/ramon-garcia-msgr>

Sign In/Out Procedures: Please give yourself enough time for sign in and sign out procedures to be completed. Please do not drop off your child(ren) before the agreed time, as the After School Program will not be open. Children left before 2:30 p.m., are not the responsibility of the facility; all students must be signed in and properly screened. Parents and/or guardians must sign out their child daily. If you would like your child to sign themselves or their siblings out, you must indicate so on the original registration form. Once they sign themselves out, the facility is not responsible for them.

For the safety of your child, anyone signing a student out may be requested to provide identification; please notify everyone listed on the application of this policy. Parents and/or caretaker must show ID at pick up areas, upon request. Please remember only staff is allowed on campus, campers will be brought out by a staff member.

1. All children and parents must be screened; please allow time for sign out and daily health screening.
2. Participants must be signed out on a daily basis.
3. Only those authorized on the registration form will be allowed to pick up the child
4. Daily sign out is required by an authorized person.
5. If you are coming to pick up a child early, call prior to pick up so we can have the child ready.

Children will be released only to the adults designated on the application. A parent/guardian may add another adult to the application at any time.

If an emergency transpires, a parent/guardian should follow these steps:

1. Call staff at Ramon Garcia Recreation Center Office at (323)265-4755 and inform staff someone not on your list will need to pick up your camper, due to an emergency.
2. Then follow up with an email to garcia.recreationcenter@lacity.org, marisol.hernandez@lacity.org and frank.guerrero@lacity.org
3. Include the following:
↳ State the full name of the child(s) ↳ State the child's birthdate ↳State phone number parent can be contacted to verify ↳State full name of person picking up child ↳Inform the person picking up the child their identification will be checked upon arrival. ↳Follow up with a phone call.

***The email must come from an email account that is listed on the registration form.**

If a parent is aware they will be picking up their child(ren) after 6:00 p.m. due to an emergency, please be sure to call the office and let staff know: (323)265-4755. ***If a child is not picked up by 7:00 p.m. and parents and/or emergency contacts cannot be reached, staff must call the police and report abandonment.***

Program Rules

1. Respect yourself, each other, and counselors.
2. Keep your hands to yourself, and treat each other with respect. Any violent behavior or behavior that endangers and/or disrupts the program, may result in expulsion.
3. No outside personal items; cell phones may not be used.
4. All participants must wear a clean, proper fitting mask.
5. Food cannot be heated up or stored for participants (only medicine).
6. Items may not be purchased from street vendors.
7. Follow health safety rules.

Behavior Guidance/Discipline Policy

Counselors will assist children in correcting their behavior before any disciplinary procedures are necessary. Behavior Guidance is a tool for the child to use, to evaluate and learn life experiences. We will discuss as a group, what the program rules are. Discipline slips will only be used after we have tried our best to **positively** redirect the behavior, have exhausted all avenues of redirection, and have asked the full time staff for suggestions on how to handle the situation. Once we are positive that we have tried everything we can think of to redirect the behavior, we will proceed to write a discipline slip and submit it to full time staff for approval. Discipline slips are a big deal and are never used as a threat, but rather to positively correct behavior.

In the event that the rules are broken, a disciplinary procedure will be carried out.

1. **First incident:** receive a verbal warning about the behavior and a record is kept by staff.
2. **Second incident:** the child will have reflection time, and the parent/guardian will receive a parent/guardian communication form that outlines what occurred. A record will be kept by staff.

3. **Third incident:** reflection time, a discipline slip, a parent/guardian communication form and a phone call home from the Recreation Coordinator/ Staff informing them of the incident, and an incident slip. A record will be kept by staff.
4. **Final incident:** camper reflection time, an incident slip, a parent/guardian communication form, and a parent conference with the Recreation Coordinator/Senior Director.

Violent behavior and behavior that endangers and/or disrupts the program, requires immediate parent pick up and possible expulsion. If the parent or authorized adult cannot be located at the time, the child will be dismissed from program activities. 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.

All Discipline Slips are kept in the child's files; if a parent/guardian would like to request a copy of the discipline slip, please speak to staff. **There are no refunds if the child is expelled from the program.**

Health and Safety Procedures

Illness: This is a Well Child Facility. Please 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.

COVID-19 (Policy as of 05/2023, this policy is subject to change): If a participant becomes COVID-19 positive they must notify full time staff immediately. The parent will be contacted for further information. The child must not return to the program until: **Participants with COVID-19 can end isolation when:**

On or after date tested positive and with at least 24 hours passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medications and other COVID-19 symptoms are not present or have improved

Contagious Conditions: 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 readmitted.

Medication: We are not authorized to administer any medication. If your child requires any sort of medication please be sure your child is able to administer it themselves. We will give you a ziplock bag and ask you to write the name of the child and the times the medication must be administered. We will do everything we can to remind the participant to take their medication, but we cannot administer it. All medication must have the original prescription label with the 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.

Lice: If a child is found to have lice, their parent/guardian will be notified and asked to pick up the child. Once a doctor has cleared the child of lice, the child can return to after school care.

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.

Ouch Reports: Parents will be notified of all injuries that happen during program hours. Program Staff will administer basic first aid for minor cuts, scrapes, and bruises.

Street Vendors: Participants are not allowed to purchase food/drinks from street vendors.

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

Child Abuse/Mandated Reporters: Please be aware that all staff are mandated reporters. We are obligated to report suspected child abuse: physical, sexual, emotional, neglect, abandonment, etc.. All such occurrences must be reported to the local authorities.

Special Accommodations: As covered under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services and activities.

Non-Custodial Parent: Unless a copy of a legal document, a current restraining order, or other court documentation are on file at the facility, a non-custodial parent will be allowed to sign-out the camper at any time. We ask that for the happiness of the camper, divorced or separated couples agree to review this parent manual together and collectively agree to abide by the policies. If you would like us to send a copy to another parent/guardian, please email us and we will be happy to send it. Separate accounts can be established for each parent if desired. Please see the park office for details.

Snack: Ramon Garcia Recreation Center After School Program provides a snack for children daily, they are also free to bring their own snacks. . **We do not allow the children to buy from street vendors during program hours.** If a camper has a specific food allergy, please make certain to list it on the registration form and inform staff. If your child has dietary food restrictions please pack a spoil-free snack for your child each day.

Homework Help: We provide homework help each day for any children that are assigned 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 60 minute homework session, they will have to complete it at home. Most children are finished by the end of the 60 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.

Natural Disasters/Safety Drills Due to the difficulty of telephone communications during an earthquake, you may not be able to contact camp; phone calls outside of the Southern California area would be easier to complete. We will contact you as quickly as possible.

To assure the safety of the students, safety drills are held. To ensure a safe environment the drills will address a variety of situations:

- ❖ Fire, earthquake, and security breaches

In the event of evacuations, the children will be escorted to the nearest public building that ensures safety.

The parent/guardian will be called if the camper will need to be signed out from one of these areas.

Personal Belongings: Children are not to bring personal items (balls, electronics, toys, jewelry, cell phones etc.).

Ramon Garcia Recreation Center, its staff, and the City of Los Angeles Department of Recreation & Parks will not be responsible for lost or stolen items. Please be sure to write your child's name on their backpacks, shirts, etc.

Cell Phones: If your child has a cell phone we will require them to keep it in their backpack. You are welcome to call the facility at (323)265-4755 if you need to speak to your child. If a participant repeatedly takes out their phone during program hours, staff will collect the phone and hold it until a parent arrives.

Ramon Garcia Recreation Center, its staff, and the City of Los Angeles Department of Recreation & Parks will not be responsible for lost or stolen items.

Staff: All Ramon Garcia Recreation Center staff members have gone through interviews, and training previous to their hiring. Most camp counselors and staff have prior experience in camps, as volunteers or Recreation Assistants. During the hiring process, the City of Los Angeles Department of Recreation & Parks has screened all staff; the screening includes fingerprinting to background checks. In addition each staff member has received staff training that includes emergency procedure training.

For any questions or concerns, please feel free to contact us at:

garcia.recreationcenter@lacity.org or (323)265-4755

PARENT'S CODE OF CONDUCT

- ◆ My child and I will abide by the rules and guidelines established by Ramon Garcia 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 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 if my child becomes sick I will notify full time staff immediately.
- ◆ I fully understand that weapons/drugs of any kind are not permitted on park grounds.
- ◆ Ramon Garcia Recreation Center reserves the right to cancel or substitute programs or activities when necessary.
- ◆ I understand that if my child will not be attending ASC, I must notify the program at least 45 minutes before school dismissal.
- ◆ I understand that children walk from school in all weather, and I will provide my child with appropriate jackets/rain gear.
- ◆ I understand that staff cannot make special pick-ups, and can only pick up children one time, during assigned pick up time after school.
- ◆ I understand that fees are due at the first of the month, and on the 5th of the month a \$5 late fee will be assessed.
- ◆ I understand that there is a late pick up fee of \$10 every 10 minutes, that all incidents are recorded, and if there are multiple occurrences my child may be excused from the program.
- ◆ I understand that program fees are due on or before the 1st day of the month. Fees paid after the 5th of each month will incur a \$5.00 late fee. If a child is not registered for the month, we cannot pick them up.

Print Name(s) of Parent(s)/Guardian(s):_____

Signature of Parent/Guardian:_____ Date:_____

Signature of Parent/Guardian:_____ Date:_____

PARENT AGREEMENT FORM

*All forms are to be kept by office staff, and filed for our records.

1. I agree to pay the fees/charges due monthly by the designated due date of: The 1st of Each Month. Any payments done after the 5th of the month will be charged a \$10.00 late fee. I understand that failure to make full payment after the 5th will result in my child being dropped from the After School Club (program). Furthermore, I understand that in such an event, the Program Staff may notify the appropriate school personnel that my child has been discharged from the Program and that the staff is no longer responsible for providing After School care. To reinstate services, payment must be paid in full, including the late fee.
2. If a refund is requested prior the beginning of the session for which they are enrolled, a 15% administration fee will be applied. no refunds will be granted once a session has begun. No make-ups or credits will be given for missed days. no refunds for suspensions, for lice, etcetera or expulsions.
3. A late fee of \$1 per minute will be assessed after 6:00 p.m. This fee covers the fee of the staff member that will be staying over their shift. The first incident will be waived and recorded, every late pick up thereafter will be charged. All late fees must be paid immediately.
4. In the event that my payment should not be cleared, I also understand that I will not be accepted into any other programs and/or classes until this debt is paid in full.
5. I understand that the ASC Program will be closed and will not operate on all City & LAUSD Holidays. I further understand that the ASC Program will not pick up my child on "Pupil Free Days," Furlough Days, Staff Development Days, days that students get out before 12 p.m., or any other day school is not in session. I understand there will be no pro-rated adjustments and/or credits or reduction of fees in any event and that the standard program fees will remain in effect.
6. I understand that in the event I anticipate picking up my child from school, I must notify the ASC office no later than 45 minutes prior to dismissal. Please call (323) 265-4755 or e-mail garcia.recreationcenter@lacity.org or marisol.hernandez@lacity.org, to inform us if your child will be absent, or change in schedule.
8. Your child can only be released to those authorized on the registration form.
9. Staff reserves the right to change or alter programming at any time without notice.
10. Costello Recreation Center and staff are not responsible for lost or stolen articles.
11. I acknowledge that I have read, and understand all of the program policies as listed on this application. By my child's participation in the Ramon Garcia Recreation Center ASC Program I agree to follow and abide by these rules.

Print Name(s) of Parent(s)/Guardian(s):_____

Signature of Parent/Guardian:_____ Date:_____

Signature of Parent/Guardian:_____ Date:_____