



City of Los Angeles Department of Recreation and Parks



SOUTH PARK RECREATION CENTER

AFTER SCHOOL PROGRAM

PARENT/ LEGAL GUARDIAN HANDBOOK



August 23,2021-June10,2022

345 E 51st Street, Los Angeles, CA 90011

(213) 847-6746

City of Los Angeles Department of Recreation and Parks

South Park Recreation Center

345 E 51st Street
Los Angeles, CA 90011
(213) 847-6746

Dear Parent/Guardian:

Welcome to South Park After School Program!

This handbook is designed to give parents and guardians a helpful insight into the After-School Program offered by South Park Recreation Center. It includes detailed information about After School Program activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

The After-School Program strives to provide an atmosphere where children can enjoy, grow, and learn. The staff always welcomes suggestions and ideas that will help us to make your child's time at the After-School Program beneficial and rewarding. Our staff and program volunteers are well trained, screened, and closely supervised by our on-site supervisors. We encourage you to share your thoughts and ideas with us at any time.

We look forward to working with you and having your children in our program. If you have any questions about anything in this Handbook or need additional information, please do not hesitate to call the After-School Coordinator/Director at the Center.

Very truly yours,
South Park Recreation Center Management

AFTER SCHOOL PROGRAM CONTACT INFORMATION

For concerns about your child and/or questions about payments, policies, or staffing, please call the Program Director/Coordinator at (213)847-6746

To report an absence, a change of pickup information, or a pickup delay, please call (213)847-6746 24 hour voicemail option.

Coronavirus Disease 2019 (COVID-19) Afterschool Action Plan

The After-School Program will be following the Interim Guidance from Centers for Disease Control and Prevention (CDC) in order to operate the program in the safest way possible. The Interim Guidance is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19).

The Interim Guidance goal emphasizes on preventing transmission of COVID-19 within the facility. Its aim is to identify quickly if a case arises within the program or facility. A procedure will be in place when identifying such case and necessary steps to prevent from spreading to other program participants.

The After-School Program will be following procedures and recommendations from the US Centers for Disease Control Prevention (CDC).

The Afterschool Program will do the following if no community spread;

- Teach and reinforce healthy hygiene
- Develop information sharing system to parents, staff and community.
- Intensify cleaning and disinfection (prior, during and after the program).
- Monitor for any absenteeism (**If a child contracts virus, a doctor's note will be required for clearance**).
- Require sick children or staff to stay home.
- Establish a procedure for someone becoming sick at the facility.
- Monitor daily of any health changes in program participants or staff.
- Practice and reinforce social distancing during program activities, snack sitting activity spaces.

The Afterschool Program will do the following if any minimal, moderate or substantial COVID-19 spread;

If minimal spread:

- Parents or legal guardians will be notified immediately by phone or in writing.
- Health officials and Department of Recreation and Parks officials will be notified.
- Social distancing strategies will be enforce to all participants, staff and community members that visit the facility.

If spread is substantial:

- Parents or legal guardians will be notified immediately by phone or/and in writing.
- Health officials and Department of Recreation and Parks officials will be notified.
- Implement multiple social distancing strategies will be enforce to all participants, staff and community members that visit the facility. Possible program interruption, dismissal or closure.

If a case of Covid-19 is confirmed:

If the facility or After-School Program room has a confirmed case of COVID-19, the following procedure will go in place.

- Parents or legal guardians will be notified immediately by phone.
- Health officials and Department of Recreation and Parks officials will be notified.
- Short (2-5 Day) Building dismissal to clean, disinfect, contact trace in consultation with local health officials. This include of program interruption based on recommendations made by the Health officials and RAP officials.

Procedures while visiting the facility:

- Children, parents, staff and visitors must wear a mask prior to entering the facility and remain with the mask while inside the facility.
- Practice and enforce social distancing inside the facility. No social gatherings in hallway or lobby.

Parent Communication:

- The After-School program will monitor and communicate with parents regarding any changes to any health concerns or any case of Covid-19 to arise.
- Parents must communicate with South Park regarding any changes in child's health or any Covid-19 case that might be found at their child's school.
- Parents and South Park staff must communicate and keep each other informed of any Covid-19 cases or changes in order to protect the safety of all program participants, staff and parents.

Social Distancing Practice

1. Children will be reminded to stay with 6ft for social distancing.
2. Children will be in smaller groups during activities.
3. Room set up will support a 3ft radius around each child resulting in a 6ft distance between children.
4. Physical activities will continue to take place outdoors to encourage children to spread out.
5. Visual aids (painter's tape or stickers) will be in place to illustrate traffic flow and appropriate spacing to support social distancing.
6. Desks or tables will be setup in the same direction to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).

Sanitizing Practices

1. Cleaning and disinfecting the classroom, bathroom, common areas, shared electronic equipment (such as keyboards, mouse), any touch surfaces.
2. Surfaces and rooms will be disinfect before, during and after each use by using recommended CDC cleaning and disinfecting procedures.

Encourage and reinforce social norms and health etiquette

1. Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning or high-touch surfaces.
2. Hand sanitizer and tissues readily available for use by students and staff.
3. Reinforce handwashing routines. Staff and children will be asked to wash hands upon entering and leaving the room or other spaces.
4. Afterschool Program will educate children on the importance of avoiding touching their faces through the day, and washing their hands when they do.
5. Afterschool Program will promote importance of good hand hygiene. For example, provide incentives (e.g., recognition or special responsibilities) for proper and through handwashing.
6. Ensure sick policies are supportive of children and staff staying home when sick.



AFTER SCHOOL PROGRAM MISSION

The After-School Program strives to provide an atmosphere where children can enjoy, grow, learn and be safe.

Our mission emphasizes creating an atmosphere that balances student learning, enrichment, physical activity, and free time in a stimulating and enjoyable setting.

The program maintains clear policies and procedures and actively encourage and welcome open communication and parent involvement.

NON-DISCRIMINATION CLAUSE

Our After-School Program does not discriminate in employment, enrollment, on the basis of race, color, religion, national origin, sex, marital status, disability or handicap, age, or any other status protected by the local, state or federal laws.

REASONABLE ACCOMODATIONS

The Los Angeles City Department of Recreation & Parks After-School Program is in complete compliance with the Americans with Disabilities Act (ADA). Persons with disabilities are welcome to participate in our program. Reasonable accommodations will be made with prior arrangements, based on facility resources that might be available.



AFTER-SCHOOL PROGRAM INFORMATION

REGISTRATION AND PLACEMENT: Registration and placement is first-come, first served basis.

PROGRAM DATES: AUGUST 23,2021-DECEMBER 17,2021

PROGRAM DAYS: MONDAY-FRIDAY (CLOSED ON HOLIDAYS)

PROGRAM HOURS OF OPERATION: 2:00PM-6:00PM

PROGRAM REGISTRATION (SCHOOLYEAR 2021-2022) FEE:
\$20 (NON-REFUNDABLE)

PROGRAM FEE: Monthly: \$90.00 per child **Weekly:** \$25.00 per child

PROGRAM PHONE NUMBER: (213)847-6746

PROGRAM EMAIL: SOUTH PARK.RECREATIONCENTER@LACITY.ORG

PROGRAM COORDINATOR: JESSICA GRANDE

PROGRAM DIRECTOR: MYCHAL LYNCH

PAYMENT:

We do not accept clients from subsidiary programs such as Crystal Stairs, etc.

Payments are due on **Friday's.**

LATE WEEKLY REGISTRATION FEE: Payments made on Monday **Late Fee:** \$10.

PAYMENT FORMAT ACCEPTED:

Payment Process

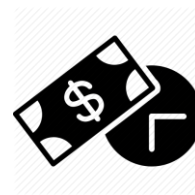
Full payment for the program is due at the time of monthly and weekly registration.

METHODS OF PAYMENT ACCEPTED.

Exact Cash (Center does not carry change), Checks, money order, Credit Card (Visa/Mastercard)

Please make checks/ money order payable to:

LA City, Dept. of Rec & Parks



OVER THE PHONE PAYMENTS:

We **do not** accept payments over-the-phone, must be present to make credit card payments. Patrons are required to sign upon receiving receipt.

RETURNED CHECKS FEE:

There is a \$25.00 charge for returned checks.

REFUND POLICY: A 15% cancellation fee is assessed for all refunds. Refunds take about 6-8 weeks. Full refunds will only be issued if South Park cancels all programming.

WITHDRAWAL:

A minimum of two (2) weeks written notification must be given for withdrawal from South Park After School Program. This allows the opening to be filled as soon as possible without loss of fees. By keeping enrollment capacity, fees are kept to a minimum for all participants. If you do not provide withdrawal notice and child does not attend for (2) consecutive weeks, your child will automatically be dropped from enrollment. For the child to be re-enrolled an opening must be available.

HOLIDAYS:

We will be closed the following holidays:

- Labor Day: Monday, September 6,2021
- Indigenous Day: Monday, October 11,2021
- Veteran’s Day: Thursday, November 11,2021
- Thanksgiving Week: Thursday/Friday: November 25-26,2021
- Martin Luther King: Monday, January 17,2022
- President’s Day: Monday, February 21,2022
- Cesar Chavez: Monday, March 28,2022
- Memorial Day: Monday, May 30,2022



No program during LAUSD closure days. Program follows LAUSD calendar breaks.

PARENT RESPONSIBILITIES:

- Sign out child on the sign out daily sheet prior to leaving the site.
- Check the parent board and parent file daily for communication regarding policies, holiday registration and other important information.
- Notify the program if the child will be absent. Messages may be left on the program phone.
- We also ask that parents pick up your child/ren on time, follow rules regarding payment, keep records up to date (phone, address), read all materials sent home and provide school calendars to the program and communicate or share concerns with the Site Director.
- Pick up a sick or injured child from the program within an hour after being notified.
- Adhere to all After-School Program policies.

ACTIVITIES:

Our supervised activities include academic tutoring, arts & crafts, painting, fitness, sports, science, seasonal activities.

AFTER SCHOOL ACTIVITY SCHEDULE (SAMPLE):

2:00 p.m. to 3:30 p.m.	Pick up from school. (School age only)
3:30 p.m. to 4:00 p.m.	Homework and snack.
4:00 p.m. to 5:45 p.m.	Organized activities
5:45 p.m. to 6:00 p.m.	Clean up and departure.

Staff Ratio: 10:1

“Achieving gender equity through a continuous commitment to girls and women in sports.”

Schedule subject to change without notice.



PROGRAM SNACK:

Juice and snacks are provided. If your child has any food allergies, dietary restrictions, or prefers different or additional food, please feel free to send a snack with your child. The program provides a complimentary snack at 3:00pm-3:30pm. **Parents are highly recommended to send their child with a lunch or snack for early dismissals.**

AFTER SCHOOL RULES

1. Treat adults and students with love and kindness.
2. Hands and feet to yourself.
3. Play fairly, be polite and courteous. Always say "Please and Thank You"
4. Listen to instructions and requests of the staff the first time.
5. You must always be with an adult.
6. Be respectful of other opinions, ideas and expression.
7. Use equipment properly.
8. Let staff know if you have a problem with another child.
9. Speak with kind and respectful words.
10. Help keep the room and supplies clean and organized.
11. Respect others personal belongings.



SCHOOL CALENDAR:

Please provide the office with the school's current calendar showing early out days, etc.

APPLICATION CHANGES:

Only the primary parent/legal guardian submitting the program application will be permitted to make any additional changes required on the child's application, request refund or request of cancellation of service.

NON-CUSTODIAL PARENTS:

Unless a copy of a current restraining order, or other legal documents are on file at the recreation center, a non-custodial parent will be allowed to sign-out the child at any time. We ask for the happiness of the camper, that divorced or separated couples agree to review this parent manual together.

PHOTOGRAPH:

We need a current photograph (head shot) of your child for our records.

DETENTION POLICY:

It is the responsibility of the parent to notify the school office and child's teacher that he/she may not be detained after school under any circumstances. Detention will interfere with the pick-up schedule. Arrangements must be made to discipline your child at a time other than after school.

SUSPENDED CHILDREN:

We cannot accept a child who is suspended from school, nor can we pick up a child who has been suspended from school during the day. This also includes suspension from intercession programming. You must provide your own child care for your child while he or she is on suspension.

SHORTENED DAYS:

Please inform us when your child's school will be on a shortened day schedule or if you will be picking your child up from school on shortened days so we will not spend time looking for your child if he/she is not there. ***All children need to bring a lunch on shortened days.*** If you do not call to inform us of your child (ren)'s absence, you will be charged a fee payable before your child will be allowed to return to our program.

LATE PICK-UPS OF CHILDREN:

Due to the strict State licensing requirements, children need to be picked up according to the time stated on the contract. The late fee charge is ***\$1.00 per minute*** after closing time.

For example, if your child is picked up at 6:15 p.m. (6:00 p.m. closing time), you will be charged \$15.00. The latest time for pick-up is 7:00 p.m. At that time, if staff is unable to contact either you or the person designated on your emergency list, we will drop off your child at the Newton Police Department located at 3400 Central Ave, LA, CA (323) 846-6547. ***After the fourth late pick-up, the contract will be terminated.***

SIGN-IN AND SIGN-OUT POLICY:

State law requires that you or a designated person use a ***full signature*** when signing Children in or out. We will sign in those children whom we pick up from their schools. Children are not allowed to sign themselves in or out of the program. Staff is not allowed to release the child to anyone who fails to provide ID when asked to do so. Do not drop your child (ren)'s off and leave without signing them in. Either parent (whether they are listed or not) has the right to pick up his/her child (ren)'s at any time, unless a restraining order is on file at the center. Other authorized persons 18 years of age or older, whose names have been designated on your child's emergency form, will be allowed to pick up your child (ren)'s from our center. If their names do not appear on the list, unless they are the non-custodial parent recognized by the children, they will under no circumstances be allowed to leave with your child (ren)'s. ***It is your responsibility to update as needed the names and phone numbers (including the area codes) on your child (ren)'s emergency form.*** After-School staff will deny the release of a child or children if the pickup person appears to be under the influence of alcohol or illegal drugs. We will call someone else on the emergency list to pick up that child. It may be necessary to notify the LAPD. This is for your child's safety and welfare.

NON-CUSTODIAL PICK UP:

You must provide a signed court document (when appropriate) when a non-custodial parent is not allowed to pick up the children from the program. In order to avoid confusion, please submit request for additional individuals by sending a written and signed letter that will be kept in the child's folder. Verbal permission to add someone to the list ***will not be accepted.*** In the event of an emergency, contact the site director for procedure.

SCHOOL PICK UP:

Please inform the teacher that he/she must be at a pick-up site right after class to be transported to the center. Looking for children would cause other children to wait unnecessarily.

ROOM NUMBERS/PICKUP:

Please be sure to give our center your child's teachers name and room number. Please inform your child's teacher that your child attends an after-school program off campus, and therefore cannot stay after school. When children are not in their designated pickup locations, it makes us late for the next pickup. (Please tell your children they may have to wait a bit to get picked up. We cannot make it to every school at the exact time they get out.) Please let us know if your child's school has a designated pickup spot.

SHORTENED DAYS:

Please inform us when your child's school will be on a shortened day schedule or if you will be picking your child up from school on shortened days so we will not spend time looking for your child if he/she is not there. *All children need to bring a lunch on shortened days.* If you do not call to inform us of your child (ren)'s absence, you will be charged a fee payable before your child will be allowed to return to our program.

SUSPENDED CHILDREN:

We cannot accept a child who is suspended from school, nor can we pick up a child who has been suspended from school during the day. This also includes suspension from intercession programming. You must provide child care for your child while he or she is on suspended.

DETENTION POLICY:

It is the responsibility of the parent to notify the school office and child's teacher that he/she may not be detained after school under any circumstances. Detention will interfere with the pick-up schedule. Arrangements must be made to discipline your child at a time other than after school.

PROGRAM ADDITIONAL REQUESTS:

The Afterschool pick up hours are mainly 2:00pm-3:30pm. School pick-up routes cannot be alter and additional hours separate from normal pick up hours will not be granted. Special requests that require different pick up times due to a tutoring program, special project or any request will **not be granted** due to limitations with City funding for staff, limitations with City vehicles and pick-up route already designated.

PARENT NOTIFICATION-ABSENCES/ EARLY DISMISSALS

Fees will be enforced starting August 23, 2021

Fees Enforced for Not Calling About Absences/School Shortened Days. It is mandatory that the parent/guardian calls **by 10:30 a.m.** if the child (ren)'s will be absent from the After-School Program. The parent/guardian must state the specific reason for the absence and, if known, the length of time for the absence. If the length of time is not known, the parent/guardian must call each day the child (ren)'s will be absent. The parent/guardian must also call when the child (ren)'s will be returning so staff can resume school pick-ups. There will be a fee for the first three infractions of not calling by 10:30 a.m. The fees are:



1st infraction: \$ 5.00

2nd infraction: \$10.00

3rd infraction: \$15.00

4th infraction: **Child is terminated from the program**



Notify Office if you or a family member will be picking up the child from school and child will not be needing pick up service for that day.

ATTENDANCE PROCEDURES:

When a child who is scheduled to attend the After-School Program does not arrive, and the Program has not received an absence call from the child's parents, we will institute an immediate search.

An unexcused absence will initiate the following actions:

- 1.) The child's school will be called to see if the child was absent or dismissed from school.
- 2.) The child's home will be called. A message will be left if no one is home.
- 3.) The child's parents will be called at work. Messages will be left if no one is available.
- 4.) Each parent's cell phone will be called. Messages will be left if no one is available.
- 5.) Once a child's parents have been contacted, the After-School Program will assist in the effort to locate the child but will shift the primary responsibility for locating the child to the child's parents.
- 6.) If a child's parents cannot be contacted, someone on the child's emergency contact list and/or the Newton Police Department will be sent to the child's home.

WHEN A CHILD IS TOO SICK TO ATTEND:

Most children with mild illnesses can safely attend After School. However, a child may be too sick to attend if:

1. The child does not feel well enough to participate comfortably in the program's activities.
 2. The staff cannot adequately care for the sick child without compromising the care of the other children.
 3. The child has any of the following symptoms:
- Fever accompanied by behavior change and other signs or symptoms of illness; i.e., the child looks and acts sick.
 - Signs or symptoms of possibly severe illness; i.e., persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy, etc.
Any child with a communicable disease, including head lice, will not be admitted to After School.
 - **Any children with signs of Covid-19 will be sent home immediately, along with any siblings in the program. Children will need to remain at home, until children don't show any more Covid-19 related symptoms.**

NOTE: A child who has been found to have head lice will be readmitted to the program twenty-four (24) hours after treatment has been initiated.

If a child becomes ill while attending the Program, a parent or emergency contact person will be notified. A child who is not feeling well should be picked up within **one hour** of notification. The Program will provide a rest cot and a quiet area while the child waits.

Children who attend the After-School Program should be well enough to follow the normal routine of the Program. Children who have a contagious condition, eye ailment, head lice, rash, fever, vomiting, or diarrhea, or any **Covid-19 symptoms** may not attend the After-School Program and must be fully recovered before returning to the After-School Program.

Please report any changes of emergency contact information, employment, telephone numbers, or addresses to the Program Director as soon as they become available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians in emergency situations.

EXCLUSION PERIOD

EXCLUSION FROM DAY CARE	EXCLUSION PERIOD
Child is unable to participate comfortably in center activities	When able to participate comfortably.
Child has illness which is resulting in a greater care need than the child care staff can provide.	When able to participate comfortably.
Child has conjunctivitis (pink eye).	24 hours after treatment is initiated.
Child has diarrhea (uncontrolled).	24 hours, free of symptoms.
Child has head lice, scabies, or other infestation.	24 hours after treatment is initiated.
Child has impetigo.	24 hours after treatment is initiated.
Child has strep throat or other Streptococcal infection or Scarlet Fever	24 hours after initial antibiotic treatment and cessation of fever.
Child has been vomiting.	24 hours, free of symptoms.
Child has pertussis (whooping cough).	7 days after initiating antibiotic treatment.
Child has mumps.	9 days after onset of gland swelling.
Child has unidentified rash, Accompanied by fever or behavior change.	Until rash is diagnosed In writing by a health care provider.
Child has a fever of 100° F, and has behavior changes or other without symptoms of illness.	Until fever is below 100° F.
Child has mouth sores.	A health care provider diagnoses in writing that the condition is non-infectious.
Ring Worm	May return to Child Care if under treatment.
Chicken Pox	6 days after onset.



VAN POLICY:

Children will not be permitted to bring open beverages or food (**candy included**) of any kind into the van. Your child must also remain in his/her seat, with seat belt on, until the driver dismisses them from the van.

Any child missing the van at the designated time will have to provide other arrangements for transportation to the center unless you have notified us ahead of time.

The staff will wait only five (10) minutes for a child at the designated site. As a reminder, ***it is your responsibility to notify staff by 10:30 a.m. if your child is going to be absent, late or early pickup.***

VAN SAFETY RULES



- Riders must follow the instructions of the staff/driver at all times.
- Riders must keep their body parts inside the van at all times.
- All personal items and trash must be picked up before leaving the van.
- No headphones are permitted in the van.
- Children cannot open or close the van door. The driver/staff will do it.
- Children need to use inside voices while riding in the vans.
- No food or drinks allowed in the van.

WALKING PICK UP:

The program will also provide school walking up service. Children need to be at the designated meeting area before departure. Staff will only give an extra complimentary 10-minute wait before school departure.

Children are expected to follow staff safety and street traffic rules. Children need to remain with the group at ALL times. Children should not look at any electronic devices when walking. Failure to comply with safety guidelines, will result in possible termination from the walking pick up service, and possibly termination from the program.



Children will be walking every day, rain or shine. Children are highly recommended to bring rain coat and rain boots for rainy days.

FIELD TRIP POLICY:

Occasionally, we will be conducting field trips away from the center. You will be notified beforehand as to the day and time. A special permission slip will be provided for you to sign and return before the trip. Lunch/snacks must only be brought in a disposable sack inside the child's backpack. The parent, guardian, or designated person who is supposed to pick up the child (ren) on the field trip day needs to be at the center when we arrive back from a field trip. If you or the designated person is not present when we arrive back from a field trip, you or the designated person who signs the child out will be charged a late fee. We make every effort to arrive back on time. However, due to unforeseen circumstances, we are sometimes a little late arriving back at the center at our designated time. The policy remains the same. ***A late fee will be charged if the child has to wait to be picked up.***

AUTHORIZATION TO CONSENT FOR MEDICAL TREATMENT:

The center will immediately call the Paramedics (911) and notify the parents of any serious illnesses or injury more serious than minor cuts, scratches or bruises. Parents must sign a Consent for Medical Treatment upon enrollment of their child (ren), in the event that such a need ever arises. Parents or guardians are responsible to take their children for medical or dental care in a minor emergency when paramedics are not needed and are financially responsible for them.

MEDICATION:

Any prescribed medication your child needs to take on a regular basis must be in the original bottle with the pharmacy and doctor's prescription on the label. Parents must fill out an Authorization Form regarding medication. Only medication prescribed by a licensed physician may be available for your child to take. The staff cannot give any medication to your child. We can only make it available for him or her to take. The child must be able to take the medication by him or herself.

EMERGENCIES AND ACCIDENTS:

You must supply us with working business and home numbers, as well as current names and phone numbers of people we may call to pick up your child when we are unable to reach you. Please put the closest person available to the area of the child care facility, then the next closest, etc. Also, please remember to include the area codes to all phone numbers you provide.

TELEPHONE USE BY CHILDREN

The staff will be happy to convey messages to children when necessary, but it is not possible for children to make or receive telephone calls at the After-School Program. Parents are welcome to call the After-School Program at any time to speak to the Director or Site Coordinator about questions or concerns regarding their children.

CENTER HELPFUL HINTS

WHAT YOUR CHILD SHOULD BRING:

1. All children must wear closed-toe shoes with rubber soles at all times.
2. Children should bring a pencil or supplies for homework.
3. Jackets, sweaters, and/or an umbrella are needed for cold and/or rainy days.



LABEL YOUR CHILD'S BELONGINGS: All clothes and personal items such as backpacks, lunch boxes, and pencil cases, etc. ***MUST BE LABELED!*** Your child is responsible for his/her belongings. Staff is not responsible for belongings misplaced, lost, or left after closing.

TOYS AND GAMES: We provide equipment and personal items with which to play and learn. Parents are welcome to donate toys and games in good condition to the center. Children are asked ***not*** to bring toys, video games, or personal stereos/CD players or expensive jewelry to the After-School program. We will not be responsible for breakage or loss.

EMERGENCY AND DISASTER PROCEDURES:

You must supply us with your current business, home phone number, address, and the names and current phone numbers of those people you authorize us to call to pick up your child in case of emergency if you cannot be reached. Earthquake and fire drills will be practiced regularly so that everyone knows exactly what to do during such emergencies.

Each child must have a 3-day supply of clothes, water, and food. Since it is unpredictable to determine the length of stay at the After-School program during an emergency or disaster, you will need to include a favorite object of comfort such as a teddy bear, favorite toy, etc. as well as a family photograph.

EMERGENCY EVACUATION:

In the event that South Park Recreation Center has to be evacuated, please pick-up your child at the South Park main building or evacuation area. In the event that the entire park must be evacuated, please (213) 847-6746.

OUTDOOR PLAY

Children who attend the After-School Program can expect to spend a minimum of 20 minutes outside during the day. Outdoor play will be cancelled due to precipitation, excessive wind or heat. In order to keep staffing levels at a safe number, we are unable to offer indoor supervision for children who prefer to remain inside. Due to limited resources we cannot offer a one-on-one supervision.

CHILD ABUSE:

Under the Mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, the After-School program 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.**

HOMEWORK POLICY

The After-School Program stresses the importance of homework and sets time aside every day for the children to complete their assignments. Staff members are available to supervise the homework area and to assist the children with their work, however, a child who needs individual help with his or her homework must ask. Because of the number of children who require assistance during homework time, the staff members are unable to check each child's homework for accuracy or provide the type of one-on-one homework help that is available from a private tutor.

Although we encourage the children to do their homework when it is assigned, using the time set aside to complete homework is the responsibility of the child. Please let us know if you prefer to have a child complete his or her homework at home. Children who do not wish to use homework time to complete their homework may use the time to read a book.

DISCIPLINE PROCEDURE:

The children and staff of the After-School Program are asked to treat each other with respect, tolerance, kindness, and consideration. The rules and behavior expectations utilized by the After-School Program will be explained to the children clearly and reinforced in a consistent manner.

In the event that our three disciplinary rules are broken, the redirection policy will be implemented as follows:

1. The staff will discuss the rule that was broken with the child (ren) to see how things might have been handled instead.
2. The child will be redirected to another activity. **NO FORM OF CORPORAL PUNISHMENT IS PERMITTED BY ANY STAFF MEMBER OR DENIAL OF SNACK AND RESTROOM USE.**
3. For continued breaking of rules or a flagrant rule abuse, the child will receive a Discipline Notice. At this time, a meeting with the After-School Program Coordinator and the child, and the parent will be held to discuss the problem.
4. Four Discipline Notices received by a child could lead to the child being terminated from the program. Parent conferences will be held to discuss problem behavior. A child may be suspended or terminated from the program for the following specific misbehavior (As shown on the Conditions under Which This Agreement will be terminated).

Children will be given reminders and redirection in order to encourage positive behavior. A child who is unkind verbally will be asked to apologize. A child who uses supplies or equipment inappropriately will be restricted from using the supplies or equipment for a short period. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the wellbeing of the child or others in the After-School Program of time. Any activities where participants purposely exclude another child will not be allowed. If a child's behavior indicates that the Program is not able to meet his or her needs, the Program Director will contact the child's parents to arrange a meeting. Within ten days of the meeting, in keeping with the conclusions of the meeting, an action plan will be developed that establishes reasonable, attainable objectives for the child. A copy of the plan will be given to the staff and to the child's parents. A log will be kept of the child's progress. If the Program Director feels the Program cannot accommodate the needs of the child, or if the objectives established for the child are not met, the Program reserves the right to terminate the child's participation in the Program with two weeks notices. Any child who does not accept the physical boundaries of the Program, or exhibits behavior that threatens his or her wellbeing, or the wellbeing of others, is subject to dismissal without notice. Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontations with staff members in the presence of a child, is grounds for termination of the family's participation in the After-School Program without notice.

COMMUNICATION

The After-School Program maintains an open-door policy. Please feel free to direct questions or concerns related to any facet of the After-School Program to the Program Coordinator or Director at any time.

Any questions regarding tuition, policies, staffing, activities, or a child's participation in the Program may be directed to the Program Coordinator at **(213)847-6746**. Voicemail is in place 24 hours a day and will record a message if no one is available to answer your call.

The absence line, **(213)847-6746**, is a direct line into the After-School Program room. This number may be called 24 hours a day to report a child's absence from the Program or to revise pickup information.

In a concern involving a staff member arises, please speak directly to the After-School Coordinator. If the matter cannot be resolved directly with the program coordinator, the Program Director will meet with the staff member and arrange a meeting with the staff member and parent to discuss and resolve the concern.

The Staff priority is to focus as much attention as possible on the children and be able to meet their supervisory responsibilities. In order to meet the needs of the children and the staff during Program hours, we ask that parents limit their conversation with After School Program staff members, while staff are on-duty conducting city business, and refrain from speaking about any issues with your child that need the Coordinator or Director immediate attention.

The Program Coordinator or Program Director are available to answer all other questions that arise. Please feel free to call us at any time.



CONDITIONS UNDER WHICH THIS AGREEMENT WILL BE TERMINATED

This After School Agreement will be terminated in the event you or your child (does) demonstrates the following:

1. Nonpayment of After-School fees.
2. Behavior which results in repeated disregard of discipline rules.
3. Endangering the health and safety of other children and/or staff.
4. Constant harassment of other children or staff.
5. Upon the fourth (4th) infraction of not calling about absences.
6. Upon receiving four (4) discipline notices, your child may be terminated from the program.
7. Possession of weapons or replicas of weapons.
8. Possession of illegal substances.
9. Not properly utilizing hours of contract. (Subsidized)
10. Theft and/or destruction of personal or facility property.
11. Disrespect shown to staff members or park patrons.
12. Consistent use of profanity. (abusive language)
13. Unfair play, abuse and/or fighting.
14. Not following directions.
15. Use of racial comments.
16. Leaving the facility without permission.
17. Threatening staff or children with bodily injury.
18. Failure to submit important documentation. Income verification, training verification, student progress report form etc. within the time frame required. (Subsidized sites).



Contact information
South Park Recreation Center (213) 847-6746

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