

AFTER - SCHOOL CLUB

The information and dates in this handbook are subject to change.

Thank you for selecting the 2019 – 2020 After-School Club at State Street Recreation Center as your destination for your after school care. To ensure the safety and well-being of the participants, we ask that you go over the following policies, procedures and general information with your child and family members to have a smooth and successful program. The staff has scheduled and organized fun activities throughout each session and look forward to providing a positive experience.

The program is designed for children ages 5 through 13 years old. Five year olds must be in kindergarten or beginning 1st grade. The staff ratio one (1) for every thirteen (13) participants that are of 10 years of age and under. The staff is committed to providing a fun and safe learning program for all participants. We offer supervised activities such as: assistance with homework, arts and crafts, indoor games, cooking, and outdoor play. Parents will be responsible for checking their child’s homework.

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.

Daily Schedule

2:30 pm – Pick up students from school (Tuesdays 1:30 pm)
 3:00 pm – Homework
 4:00 pm – Snack Time

4:30 pm – Activity of the Day
 5:30 pm – Free Play
 6:00 pm – End of program

Payment Information

Payments are due before the start of the each session. **A \$10.00 late fee will be charged for any late payment, unless arrangements have been made. If payment is not received on time, the participant will not be picked up from school.** Partial payments will not be accepted. Payments must be paid in full for each session even if the participant is going to be absent. No credit will be given for other sessions.

SESSION	DATES	PAYMENT DUE
1	August 20 – September 13	August 19
2	September 16 – October 11	September 16
3	October 15 – November 8	October 15
4	November 12 – December 20	November 12

SESSION	DATES	PAYMENT DUE
5	January 13 – February 7, 2020	January 13
6	February 10 – March 6, 2020	February 10
7	March 9 – April 3, 2020	March 9
8	April 13 – May 8, 2020	April 13
9	May 11 – June 12, 2020	May 11

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 2, 2019 Labor Day
- October 14, 2019 Columbus Day (City Holiday)
- November 11, 2019 Veterans Day
- November 25-29, 2019 Thanksgiving break
- December 23 –31, 2019 Winter Break
- January 1 - 12, 2020 Winter Break
- January 20, 2020 Martin Luther King Day
- February 17, 2020 Presidents Day
- March 23, 2020 Cesar Chavez Day(City Holiday)
- April 6 – 10, 2020 Spring Break
- May 25, 2020 Memorial day

Check In Procedures

Registered participants will be picked up from Sheridan Elementary School and will be signed in by staff. All register participants must meet the staff by the tables in the cafeteria area near the library. Once all participants are checked in, staff will walk participants to the center. If a participant is dropped off, the parents or guardian must sign them in.

Signing Out Procedures

Participants must be signed out by a parent, legal guardian or alternate person that is authorized and listed on 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. Any alternate person will also be required to show identification.

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Late Pick up Fee

A late pick up fee of \$10.00 will be charge for the first ten minutes after 6:00 pm and \$1 for every minute after. Parents, please contact the center immediately if you anticipate being late. If the participant is not picked up by 7:00 pm, the child will be turned over to the Office of Public Safety (OPS) or LAPD.

Out Sick or Absent

Parents, please call the park office before noon if your child is not going to attend the After School Club or if you are picking up your child from school. If your child has left the Recreation Center/or their school due to an illness (such as lice, flu, cold, etc.), a note or phone call is requested clarifying the illness has been remedied. A note must accompany the child on their first day back. A doctor's release is required for communicable diseases – i.e.: hepatitis, chicken pox, strep throat, tonsillitis, pink eye, etc...

Snacks

We encourage participants to eat a healthy snack. Unfortunately our budget does not allow us to provide snacks every day. Therefore, at the beginning of session we ask that you sign up for snacks at least two to three times per month. On minimum days, please send your child with an extra snack. On Fridays the children will be allowed to purchase snacks from the local ice cream truck as long as they (as a group) have followed and respected the ASC program rules. We ask that you please provide them with \$2 every Friday. Please do not provide them with more than \$2.

Dress Code

All participants are required to wear closed-toes shoes and comfortable clothes in order to participate in all activities. On rainy days, please send your child with an umbrella since we have to walk from the school to the park.

Personal items

The City of Los Angles or the After School Club Program is not responsible for any lost, stolen or broken personal items. The following are not permitted in the program, cell phones, jewelry, make-up, toys, radios, cards, video games, CD players, IPod's, bikes, scooters, hover boards, or any other personal items that may be a distraction. Please leave any of these unnecessary items listed above at home and label your child's belongings.

Disaster Preparedness

In the event of an earthquake or other natural disaster, it may be necessary for us to be responsible for your child 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. Since we are unable to stock our facility with food other than snacks, it is important that you include a small packet as part of the following emergency preparedness kit. All kits will be returned at the end of your child's session. Using a one-gallon "Zip-Loc bag" please include

- a. On an index card print your Child's name, address, telephone number, an out-of-state emergency contact name and telephone number.
- b. Pertinent medical information and any necessary directions for medications
- c. Two Personal Items
- d. 72-hour supply of necessary medications (include dosage instructions), if necessary
- e. Change of undergarments
- f. Snacks
- g. Picture of family members

Health and Medications

If your child has any allergies, food sensitivities, disabilities or characteristics/conditions, which might impact their participation, please note these items on the health form and please be sure to bring these items to the attention of the staff. If your child needs to take any medications during the After School Program, you must inform the staff. Please turn in these medications in the original container with instructions on the label. Staff is not permitted to dispense medication. We will remind your child to take their medicine.

Photographs and Movies

At some point during a program, we will take pictures of the participants as part of a project or for advertising purposes. Please inform the staff if you do not want your child to be part of any pictures taken. Also, periodically we will show a movie that is rated either G or PG. Staff discretion will be used in the selection process of PG rated movies.

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.

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Disciplinary Policy

The goal is to provide each child with a well-rounded, positive recreation experience in an atmosphere where they can learn new educational skills, develop new interests, and make new friends. To help us achieve this goal, we expect all who attend our program to abide by these simple set of rules that, if followed, will greatly enhance your child's participation and enjoyment of our program.

- Be POLITE - Use of profanity is prohibited. There will be no tolerance for those who use vulgar language.
- RESPECT - All campers must respect themselves, other campers and staff.
- NOBODY GETS HURT- There will be no arguing or altercations of any kind which include kicking, hitting, or any unruly behavior.
- PLAY FAIRLY AND SAFELY- And obey the Recreation Staff at all times.
- TRUSTWORTHINESS- Don't lie, cheat or steal.
- RESPONSIBILITY - Do what you are supposed to do and no wandering from the premises
- CITIZENSHIP - Do your share to make your Park and Community better.
- CARING - Be compassionate and show you care.
- PARTICIPATION - All participants are expected to participate in all activities.
- BUDDY –UP - Participants must take a buddy with them at all times (ex. Restroom, Water, Fountain) and notify the staff before going anywhere.
- WEAR COMFORTABLE SHOES - No sandals or Crocs. Closed toe shoes must always be worn.
- GOOD ATTITUDE - Think positively no matter what the situation is.

Consequences/ Discipline

In the event a child does not adhere to our rules and guidelines, the following 4 –Step Re-Direction procedure will be use:

1. First Incident your child will be spoken to, redirect to another activity.
2. Second Incident will result in a conference with the staff and a behavior note will be sent home.
3. Third Incident can result in a conference with the Director-in-Charge and a meeting with the parents.
4. Fourth Incident, the parent will be asked to pick up their child as soon as possible. A report will be issued dealing with the incidents. The Director-in-Charge will meet with the parents and participant to discuss the resolution of the incident or the dismissal of the camper from the program.

Refund Policy

Full refunds are only issued when the recreation center cancels the activity. A 15% cancellation fee is assessed for all refunds. After the first day of a session, the Recreation Center issues a partial refund to patrons withdrawing from the activity.

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 girls and woman in sports". Good Sportsmanship is everyone's responsibility. Be a Good Sport.

Participation in fitness classes involves varying degrees of accidental injury risks. The City of Los Angeles Department of Recreation and Parks (RAP) is not responsible for any injury to any person suffered while warming up or participating in exercise and fitness classes for any reason whatsoever. Each adult participant certifies upon registration that he/she is physically capable of participating in a class. Parents and/or legal guardians are solely responsible for ensuring participants who are their legal minors are physically capable of participating in a class. RAP recommends that every participant speak with a physician and receive a physical prior to participating in any exercise and fitness class."

We accept checks, money orders, Visa, MasterCard or Cash in exact amount.

If you have any questions or concerns please, please call us at (213) 847- 2790 or email us at statestreet.reccenter@lacity.org