



City of Los Angeles,  
Department of Recreation and Parks  
Van Ness Recreation Center

5720 2<sup>nd</sup> Avenue  
Los Angeles, CA 90043  
323.296.1559/323.290.3130

# After School Program Parent Handbook



**HOURS OF OPERATION:** The Afterschool Club will operate Monday through Friday from 2:30 p.m.-6:00 p.m. daily.

**REGISTRATION:** The following items are needed for each child to be registered:

- A complete and current registration form signed by the parent/guardian.
- A complete Waiver Release Form.
- Attendance of the Parent Orientation by a parent/guardian. **(MANDATORY)**
- Registration fees and all registered monthly fees paid in full before services rendered.
- A signed covid waiver.

Registration is taken on a first-come first-served basis and will fill quickly. Registration will be an ongoing process until the maximum number of spaces is filled. A maximum of 20 children will be permitted each month. It is required that you notify our office immediately of any changes that need to be made to your child's application (e.g. phone number, address, medical information, authorized pick up list, etc.) as it is extremely important that we have current information on file at all times.

**AGE:** Our After School Club is designed for children ages 5-11 years old. Five year old participants must be enrolled in Kindergarten.

**FEES:** Fees are non-transferable and may only be applied as indicated on the receipt. We accept payment by credit card (Visa and MasterCard), or you may pay online at LAPARKS.ORG

**REGULAR MONTHLY FEE:** \$120.00 a month is due by the 1st of each month. We do not prorate fees due to late registration. The After School Club fees include supervision, activities and a daily snack.

**LATE PICK-UP FEE:** A late fee will be charged at \$5.00 for every 15 minutes after 6:00 p.m. Parents, please contact the center immediately if you anticipate being late. After several attempts to contact the parent or legal guardian, any child not picked up by 7:30 p.m. will be turned over to the Office of Public Safety (OPS) or LAPD. The late fees will also be charged. **Please don't keep your child waiting.**

**REFUNDS:** A non-refundable 15% administration fee will be assessed by Van Ness Recreation Center to any patron granted a refund, change or transfer per class, program or sports league registration. Full refunds will only be issued when a class, program, or sports league is canceled by the recreation staff. Please allow 8-10 weeks for the processing of all refunds. If you pay for the month and your child attends at least one day, you will not be granted a refund.

**PARKING:** Please make sure to use the parking lot next door, just north of this facility or street parking. The parking lot in front of the Child Care Building is used for vans and staff parking. Thank you.

**SIGN-IN AND SIGN-OUT PROCEDURES:** Pick-up via walk-in is mandatory for all participants. Each child must be properly signed-out daily by a parent or guardian. State law requires the parent or designated person use a FULL SIGNATURE when signing children in or out. During pick-up, be sure to bring picture identification to show that you are authorized to pick up the child. If you do not have proper identification and/or are not on the authorization list, you will not be allowed to pick up that child. **Parents please take the time to list everyone on the**

**application who will be picking up your child, they must be 18 years or older.** Staff will deny the release of a child or children if the pick up 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. If deemed necessary for your child's safety and welfare LAPD will be contacted.

**NON-CUSTODIAL PARENTS:** Unless a copy of a current Restraining Order or Family Law Court Order is on file at the recreation center, a non-custodial parent will be allowed to sign-out his or her child at any time. We ask that divorced or separated couples agree to review this parent manual together and agree to abide by the policies herein. We are all here for the overall happiness of your child.

**DRESS CODE:** For the overall safety, protection and wellbeing of our participants, masks covering mouth and nose are required during the time they are in the afterschool program. Children must wear closed-toe shoes on a daily basis. A variety of activities will take place throughout the afternoon, and it is important and to each child's benefit to participate in all scheduled activities. Please have your child/ren dress comfortably and appropriately to ensure their ability to participate in all of the activities. Also during some activities your child may get DIRTY!

#### **SCHOOL PICK UPS:**

Children will have temperature checks before they are loaded into the van, if a child appears sick or states they are sick, the parent will be called and arrangements will need to be made to have them picked up from the school. Children will wait at the designated pick-up site for the van. Riders must follow the instructions of the counselor/driver at all times. Riders must keep their body parts inside the van at all times and wear their seat belts until instructed to unbuckle their seat belts. Children cannot open or close the doors, the driver will do it. Children need to use inside voices while riding in the vans. No food or drink of any kind in the van.

In the event that the child is not present at the pick-up site, staff will only wait 5 minutes for the child. If child is not at pick up site after the 5 minutes, parents will be called and if necessary, after all other pick-ups are done, driver will return to pick-up the late child. Staff will make every effort to be at the designated pickup site on time. However, the driver can sometimes run a little behind due to circumstances beyond their control (i.e. traffic, street, weather, construction/closures, a late child from previous pick up, etc.). Please tell your child to wait for driver at the designated location or main office, even if it seems like it is taking a long time. Also, please inform the school teacher that your child needs to be at the pick-up site at the designated time and cannot be held after school for any reason. If driver does not arrive, have your child go to the school's main office to wait. This is the only other place the driver will look for the child.

**SNACKS:** A Snack is served daily from 4:00 p.m.-4:15 p.m. If your child is on a special diet, please pack a spoil-free snack for your child every day. The best snacks are granola bars, dried fruits and trail mix. Also, advise the staff of any food allergies your child may have and indicate this in their registration packet.

**HOMEWORK:** Van Ness Recreation Center staff will oversee all children that have homework from the time we pick them up until our first scheduled organized activity which takes place at 4:30 p.m. daily. Children are responsible for the completion of their own homework. Staff will only be available to assist children with problems they may be having difficulty with. Children who do not have homework will participate in educational activities during this time. Staff will not go through children's backpack to find homework.

**ACTIVITIES:** Activities are from 4:30 p.m. - 6:00 p.m. This will include outdoor activities, games, sports, reading room, arts and crafts and computers. Each quarter, Van Ness R.C. may also offer the FREE LA Kids classes. Your child is not required to participate in these classes, but we encourage you to sign up. Please consult with your children on the classes they are interested in before registering.

Registration for LA KIDS classes is taken on first come, first serve basis, and some classes have limited space available. Consequently, mandatory attendance is a requirement for all classes. Missing two consecutive classes could jeopardize your child being dropped from the class.

**PLAY DATES:** Play dates must be arranged prior to arriving to the afterschool club. Staff will not allow children to make phone calls to arrange play dates.

**AFTER SCHOOL RULES:** The director has established a set of simple rules that will enhance the growth and development of all participants. Rules for conducting one's self while in the Afterschool Club are as follows.

1. BE POLITE Use of profanity is prohibited. There will be no tolerance for those who use vulgar language.
2. RESPECT All children must respect themselves, other children and staff.
3. NOBODY GETS HURT There will be no arguing or altercations of any kind which include kicking, hitting or any unruly behavior.
4. PLAY FAIRLY AND SAFELY Play safely and obey the recreation staff at all times.
5. TRUSTWORTHINESS Don't lie, cheat or steal.
6. RESPONSIBILITY Do what you are supposed to do and keep the park clean.
7. CITIZENSHIP Do your share to make your park and community better.
8. CARING Be compassionate and show that you care about yourself and others.
9. PARTICIPATION all children are expected to participate in all activities.
10. BUDDY-UP children must take a buddy with them at all times (ex. restroom, water fountain) and notify staff before going anywhere.
11. WEAR COMFORTABLE SHOES No sandals. Closed toe shoes must always be worn.
12. GOOD ATTITUDE always think positively no matter what the situation is.

- My child and I will abide by the rules and guidelines established by Van Ness Recreation Center in an effort to ensure the safety, health, and welfare of all participants.
- I will help with all discipline 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 and agree that there is a ZERO TOLERANCE policy for my child in

regards to the use of alcohol, drugs, drug paraphernalia or any illegal controlled substances. I also understand that the use of drugs or alcohol is grounds for immediate dismissal from this program.

- Violent or disrespectful behavior, based on the Director's judgment, will not be tolerated and may also result in immediate dismissal from this program.
- Weapons of any kind are not permitted on park grounds.
- Van Ness Recreation Center reserves the right to cancel or substitute programs or activities when necessary.

**PROBLEM RESOLUTION:** In the event that your child should have a problem with another child, participant should immediately bring it to the attention of the Recreation Staff to resolve the issue. Under no circumstances should any child retaliate against another.

**DISCIPLINE:** We want a fun and safe program for everyone, but there will be consequences for continuous misbehavior. In the event that the rules are broken, the following 4-step Re-Direction procedure will be carried out.

#### **DISCIPLINARY PROCEDURES:**

1. First incident: Child will be spoken to and their energies will be redirected.
2. Second incident: Constitutes a conference with the Coordinator. This will be recorded on a behavior gram and the parent will receive a copy.
3. Third incident: A conference with the Director-in-Charge and the issuance of a behavior gram with a scheduled meeting with the parents.
4. Fourth incident: A cool down time will be issued until the parent comes to pick up the child. We will contact you and ask that you pick up your child as soon as possible. A report will be issued dealing with the incident. The Director-in-charge will meet with the parent(s) and child to discuss the resolution of the incident or the dismissal from the program. A third behavior gram will be issued.

#### **VIOLENT BEHAVIOR AND DISOBEDIENCE THAT ENDANGERS AND/OR DISRUPTS THE PROGRAM REQUIRES IMMEDIATE PARENT PICK-UP.**

**IN THE EVENT A PARENT OR AUTHORIZED ADULT CANNOT BE LOCATED, THE CHILD MAY BE DISMISSED FROM FURTHER PARTICIPATION IN THE AFTERSCHOOL CLUB. NO REFUNDS WILL BE PROVIDED.**

All behavior Grams are kept in the child's files. Children are accepted back to the program when the parent has signed the behavior Gram. There are no refunds if the child is withdrawn from the program.

**PERSONAL BELONGINGS:** You are encouraged to label all personal articles (clothing, backpacks, lunch pails, etc.) so as to ensure accountability. Children are not to bring personal items (balls, money, electronic games, jewelry, cell phones, etc.)

to the center. If seen by our staff, these items will be taken away and returned at the end of the day. The recreation center, its staff and the City of Los Angeles Department of Recreation and Parks are not responsible for lost or stolen items.

**LOST & FOUND:** Any lost and found items will be put in the Lost and Found box. Before leaving, please search through the Lost and Found box for any of your items. The box will be emptied on Monday mornings.

**PHONE CALLS:** Children will not be allowed to use the phone at Van Ness R.C. or otherwise. If there is an emergency or your child is ill, a staff member will call you. We also ask that you do not call your child at the center. Phone calls interrupt whatever activity your child is participating in. There is only one phone line at the center, and we need to leave that line open for emergency purposes. If you need to get a message to your child, a staff member will be able to relay a message, but please only call for emergencies. If you and the child's other parent are divorced or separated please make sure that the noncustodial parent is also aware of all the center's rules.

**ILLNESS, EMERGENCY, AND MEDICATION:**

- **Minor Injuries:** Staff certified in CPR/First Aid will administer treatment for minor cuts, scrapes and bruises. The injury will be logged and the parent will receive notification upon pick-up.
- **Emergency/Major Injuries:** In the event of a major medical emergency, 911 will be called, and your 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.
- **Illness:** This is a Well Child facility. **DO NOT** send your child to the center if he/she is not feeling well. Should your child become ill while at the center, he/she will be separated from the other children and tried to be made as comfortable as possible. Parents/Guardians will be called at the numbers listed on the registration packet to pick up the child immediately. For the protection and safety of all participants, children with contagious conditions will not be admitted in the Afterschool club. Proof of a medical doctor's release is required before the child is re-admitted to the program.
- **Medication:** We are not authorized to administer any medication. If your child requires any sort of medication, it must be signed in and out to the office. All medication must be in the original bottle/container, and have the child's name /prescription on the label along with clear instructions for use. Staff will not be responsible for directly administering medication to the children, but will supervise the child while he/she takes his or her own medication.

**You are required to advise the Director IMMEDIATELY, in writing, of any and all changes to medical history, authorizations and contact information.**

**DRILLS:** To assure the children's safety, we will carry out weekly drills. Due to the nature of life in Los Angeles, the drills address a variety of situations including fire, earthquake, major accidents and security breaches.

**STAFF:** All staff members have gone through an extensive interview process with the Director to ensure that they meet the qualifications for Afterschool staff. All staff have also gone through the City of Los Angeles Department of Recreation and Parks hiring process, which includes fingerprinting to investigate criminal background history.

In addition, each staff member has received a minimum of 24 hours of staff training that includes CPR, First Aid and ACA workshops. At least 80% of the staff is 18 years of age or older, and no staff under the age of 16 is ever left alone with the children.

### **Supervision Ratios**

At Site:	<u>child's age</u>	<u>number of staff</u>	<u>number of children</u>
	6 –8 years	1	8
	9 –11 years	1	10
	12 – 15 years	1	12

**SAME DAY CALL/ SCHEDULE DEVIATION:** Parents it is your responsibility to inform the recreation staff if your child(s) schedule changes at school. We do not receive mailer, emails, phone calls or flyers from the school. *We require 72 hour notice (School days) for any pick up changes or early release days, etc. This includes, but does not limit, parent conference, early release days due to testing, school field trips, etc.* We will honor the daily release time with the one day a week early release day as the “normal pick-up schedule” any other deviations must be given within 72 hours or we may not be able to accommodate. There may be a time that we will not be able to honor your request even if given within the 72 hour timeline. You can leave the information on the voicemail, bring in the flyer or a copy of the school calendar. The Director or Coordinator, are the only ones who can approve the pick-up.

**HEALTH HISTORY FORM / EMERGENCY CARDS:** For the protection of your child, we require that the Emergency Cards and Camp Applications be complete and accurate.

We cannot accept a child with the parents/guardians listed as the only emergency contact. It is mandatory that another adult be listed in the event that the parents/guardian cannot be located.

Please list your cell phone numbers also. If you know you cannot be contacted at the number listed on your child's application on a particular day, please provide staff, in writing, with an alternate number at sign-in time.

**CHILD ABUSE:** Under the mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, all 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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#### Van Ness Staff

Carlton Stubbs – Senior Recreation Director

Phillip Gonzalez – Recreation Director

Angela Pena – Recreation Coordinator

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 women in sports