August 20, 2019

To the Parents of the children in the After School Club Program,

Welcome to the After School Club (ASC) at Westchester Recreation Center. As we move through the school year I want to inform parents of the policies concerning attendance and program rules with regards to participant behavior and discipline. These rules have been established to ensure a smooth operation and a safe and healthy environment for the children.

1. Please notify the park if your child will not be attending ASC on any given day (due to illness, vacations, parent conferences, holidays, etc.). The sooner we know, the better, especially if we are scheduling van pick-ups from your school. You may call and/or email the park, but be sure a staff person is notified.
   Phone: (310)670-7473 or (310) 670-7079
   Email: Kortley.Norris@lacity.org or Jeremy.Yorke@lacity.org

2. Please notify the park if your child has a change to their school schedule that will affect their pick-up time. We currently pick-up from multiple schools, so we need to be aware of any changes as soon as possible.

3. While enrolled in the program, discipline of the children is at the discretion of park staff. Certain behavior will not be tolerated (physical altercations, bullying, inappropriate behavior, not listening to staff, etc.) and will be handled on a case-by-case basis. Suspension and/or termination from the program may be implemented. The ASC program is in a group setting environment and is not a one-on-one program. Decisions may be made with regards to the program layout as a whole, its participants & staff, and the surrounding park grounds to ensure the safety of the children and integrity of the program.

As with ever park program, ASC is subject to changes in schedule and pricing. We will do our best to accommodate each participant’s needs, but we cannot always guarantee the same outcome when it comes to changes to school schedules, staffing, means of transportation, and discipline. We will notify parents of any updates or changes to the program as soon as we are aware of them.

If you have any questions regarding ASC, please feel free to contact any of the Westchester Recreation Center staff.

Sincerely,

KORTLEY NORRIS
Senior Recreation Director II
Westchester Recreation Center
HOURS OF OPERATION: The ASC Program operates Monday-Friday, 3:00pm-6:00pm and follows the Los Angeles Unified School District’s (LAUSD) schedule. The park office hours are Monday-Friday, 9:00am-10:00pm and Saturday 9:00am-5:00pm.

REGISTRATION/PAYMENTS: All participants must have a current Registration Form on file. A new form is required for each school year. Payment must be received in order for a child to participate in the program. Only payments by credit card, personal check, or exact cash will be accepted. Please make checks payable to: City of Los Angeles. A $25 Returned Check Fee will be assessed for all returned checks. For liability reasons, a child may not participate in the program without payment received for the time they are to be here (a child cannot be dropped off and we will not pick up the child from school). Please be mindful of the dates/schedules to ensure that you pay for your child prior to them participating in the program. There are no prorated fees. Unused days/weeks cannot be prorated nor credited.

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, etc.). Please make sure that all contacts and any necessary information for your child’s well-being is kept updated on the application.

LATE PICK-UP FEE: Late fees will be charged at $1.00 for every minute after the end of the ASC program each day. The ASC program ends at 6:00 p.m. Parents, please contact the park immediately if you anticipate being late. After several attempts to contact the parent or legal guardian, any child not picked up by 7:00 p.m. will be turned over to LAPD. The late fees will also be charged. Please don’t keep your child waiting.

SIGN-IN AND SIGN-OUT PROCEDURES: Children that are picked-up from school will be signed in by park staff. Parents or a designated person must sign-out their child daily with a full signature. Do not leave with your child without signing them out. Children will be released only to those adults whom the parent/guardian has designated on the original application form. If a parent requests that someone else sign-out the child, the request must be made in person and added to the child’s application form. For that reason we ask that you list as many people as possible that may possibly pick your child up from ASC. Anyone signing out a camper may be required to present identification.

A child must be at least 10 years old and be authorized to do so on the registration form to sign himself/herself in or out of camp. If your child is allowed to sign himself/herself in or out of ASC, it is important that they do not come earlier or stay later than their assigned time. Children who sign themselves in will not be admitted before staff have arrived and are ready to receive children for the program. A 10-year old child is not allowed to sign in/out a younger sibling.

NON-CUSTODIAL PARENT: 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 the child at any time if listed on the registration form. For the child’s overall happiness, we ask that divorced or separated couples review this parent manual together and agree to abide by the policies herein.

PARTICIPATION & THE PROGRAM: ASC is designed to take care of school-aged children in K-8th Grade in the hours immediately after school time. The program offers a variety of well-rounded activities including: arts & crafts, games, sports, reading, and homework assistance. Daily snack is provided.
ASC GUIDELINES: Children are expected to abide by the Six Pillars of Character. These guidelines are designed to enhance the growth and development of all participants.

1. **TRUSTWORTHINESS:** Be loyal and honest. Don’t deceive, cheat or steal.
2. **RESPECT:** Treat yourself and others with respect; follow the Golden Rule. Use good manners, not bad language. Don’t threaten, hit or hurt anyone.
3. **RESPONSIBILITY:** Do what you are supposed to do and keep the park clean. Think before you act. Be accountable for your choices.
4. **FAIRNESS:** Play by the rules. Take turns and share.
5. **CARING:** Be kind, compassionate and show that you care for others.
6. **CITIZENSHIP:** Do your share to make your park and community better.

SAFETY RULES: To ensure that our program continues to be a clean and safe environment, we ask that children follow a few simple rules.

1. **BUDDY-UP:** Children must take a buddy with them at all times (ex. restroom, water fountain, office) and notify staff before going anywhere.
2. **WEAR COMFORTABLE SHOES:** No sandals. Closed toe shoes must always be worn.
3. **NO STRANGERS:** Do not talk to strangers. Only talk to other program participants and staff.

PROBLEM RESOLUTION: In the event that your child should have a problem with another child, he/she should bring it to the attention of the recreation staff to resolve the issue immediately. Under no circumstances should any child retaliate against another. Also, under no circumstances should parents confront children in the program other than their own. All issues should be brought to the attention of the park staff and a parent conference will be held as deemed necessary. All disciplinary procedures are ultimately left to the discretion of the park staff.

DISCIPLINE: We want a fun and safe program for everyone, but there will be consequences for continual 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 park staff. This will be recorded on a redirection form and the parent will receive a copy.
3. **Third incident:** A conference with the Coordinator or Director and a final warning will be issued. Parents will be notified of this final warning.
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 the child as soon as possible. A report will be issued dealing with the incidents. The Coordinator or Director will discuss the situation with the parents and determine what disciplinary actions will be taken, possibly the dismissal of the child from the program. There are no refunds if the camper is withdrawn from ASC.
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 ASC. NO REFUNDS WILL BE PROVIDED.

PERSONAL BELONGINGS: To ensure accountability, you are encouraged to label all personal articles (clothing, backpacks, lunch pails, etc.). Children are not to bring personal items (balls, money, electronic games, jewelry, Walkman/iPod/MP3 players or cell phones, etc.) to ASC. Children will have limited use of cell phones during ASC hours. The Recreation Center, its staff, and the City of Los Angeles Department of Recreation and Parks are not responsible for lost or stolen items.

ILLNESS, EMERGENCY, AND MEDICATION:

- **Minor Injuries**: Staff certified in CPR/First Aid will administer treatment for minor cuts, scrapes and bruises. The parent/guardian will receive notification upon pick-up.

- **Emergency/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.

- **Illness**: This is a Well Child facility. DO NOT send your child to ASC if he/she is not feeling well. Should your child become ill while at ASC, he/she will be separated from the other children and 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 Summer Camp. Proof of a medical doctor’s release is required before the child is re-admitted to the camp.

- **Medication**: We are not authorized to administer any medication. If your child requires any medication, it must be signed in and out to the office. All medication must have the child’s name on the label along with 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.

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

GUESTS: Parents are not allowed to participate or volunteer unless they are Registered Volunteers. In such cases, parents will accompany the program solely for the purpose of additional supervision. Only children that are registered and participating in ASC will be allowed within the program area. No siblings or friends will be allowed to accompany the children while in ASC.

CHILD ABUSE: Under the mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, all Recreation Staff are 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.