



Creating Community through People, Parks & Programs  
1922 Artesia Blvd ~ Redondo Beach, Ca 90278 ~ (310)318-0610

## **Redondo Beach Recreation Afterschool Playground Program Program Information and Registration Guidelines 2016-2017**

### **ABOUT THE PROGRAM**

**The Afterschool Playground Program** provides opportunities for children to exercise, play, and build their self-esteem by strengthening their communication, team building, and socialization skills in a safe, fun, and nurturing environment. Additionally, the study hall offers opportunities for homework completion and educational exploration. The program is designed for children ages 6-12 years old and is open to Redondo Beach residents and children attending Redondo Beach elementary schools.

**ALL CHILDREN MUST BE REGISTERED IN ORDER TO PARTICIPATE.**

### **DATES & TIMES**

- Activities take place from 2:30-5:30pm on regular school days.
- Extended Hours program from 5:30-6:00pm is available for an additional \$30/family per 20-day session.
- The Accelerated schools will provide coverage for early Wednesdays until 2:30pm.
- The Afterschool Playground Program will open early on scheduled Modified Days. The opening time will vary at each school.
- The Program is open **ONLY** when school is in session.

### **CHECK-IN/CHECK-OUT PROCEDURE**

- Participants must check-in with staff at the designated check-in area.
- A parent or person authorized to pick-up the child(ren) must check-out with staff at the designated check-out area before leaving the program.
- As a general guideline, children will remain indoors from 2:30-3:15pm working on homework or a quiet activity. **Please note that the staff are not tutors, but they will offer assistance when needed.** From 3:15-6:00pm, children can participate in games and free play inside or outside (weather permitting).
- All children must be picked up by 6:00pm. In the event that your child is not picked up by 5:30pm and you are **NOT** enrolled in the Extended Hours program ending at 6:00pm, the late fee policy will be in effect starting at 5:31pm. If your child is picked up late more than one time, he/she will be automatically enrolled in the Extended Hours program and will be charged \$30/family per 20-day session.
- Only those who are authorized as indicated on the Parent Pick-up list are allowed to check-out the participant (must be 16 or older and provide ID upon request). Any person listed on the **NOT AUTHORIZED** section of the Parent Pick-up list will **NOT** be allowed to check-out the child. Authorized.

### **ACTIVITIES**

Guidance and leadership are provided in the areas of games, sports, drama, story telling, arts & crafts, table games, board games, study activities, movies, and special events. Activities take place in supervised areas only. Leaving the supervised area without permission can result in the participant being dismissed from the program. All equipment and supplies for these activities are provided by the Community Services Department. Recreation Leaders will encourage and assist participants during their homework time, but they will not tutor children individually. Children who do not have homework will be offered positive, quiet activities during the designated homework time.

## **DISCIPLINE**

Recreation Leaders implement “limited choices” method of discipline. We believe that discipline should be a positive experience, teaching children self-control and social skills. The child is made aware of their inappropriate choice and is given the opportunity to correct himself/herself with a better choice. If the inappropriate behavior continues, then the choices are given with consequences. Such consequences can be time out from a specific activity, time to calm down, work task, change of environment (move from outside to study hall), or other interventions. If there is an excessive or continual behavioral issue, the parent will be notified in writing with a discipline referral.

***Parents are responsible for ensuring that their child’s behavior is not disruptive and/or detrimental to the program.***

### **GENERAL RULES:**

- Respect and obey all adults, including Recreation Leaders
- Take care of all property and equipment.
- Use common sense. If you think that there is a chance that you or someone else might get hurt, **don’t do it!**
- Remain in assigned areas.

### **SPECIFIC RULES:**

- No fighting, for play or for real. This includes pulling, shoving, pushing, wrestling, or piling on.
- No throwing rocks or other unsafe objects like sand.
- No profanity.
- No items or toys that do not contribute to safe play.
- No bikes, skates of any kind, skateboards, scooters, or electronic devices on the playground site.

### **REMEMBER THESE POSITIVE GUIDELINES:**

- Talk it over.
- Walk away if it sounds like trouble.
- Say, “*I am sorry.*”
- Share, take turns.
- Use only kind words towards others.

### **THE FOLLOWING WILL BE USED FOR EXCESSIVE BEHAVIORAL PROBLEMS:**

First occurrence:	Written notice to parents.
Second occurrence:	Referral to Recreation Coordinator.
Third occurrence:	Suspension from the Playground Program for a period of time.

**No refunds for suspension or expulsions.**

## **GENERAL INFORMATION**

- Participants must check in with the staff at the designated check-in area. We take no responsibility legal or otherwise for the children until they check-in to the program. Upon leaving, a parent or person authorized to pick-up the child must check-out with staff at the designated check-out area. Authorized person must be 16 or older and be able to provide ID upon request.
- The program does not provide snacks so be sure your child has adequate nutrition to sustain them until they arrive home.
- Use of school-issued electronic devices will be at the discretion of the school principal and the recreation staff.
- Please do not allow your child to bring toys, equipment, electronic devices, skates, rollerblades, bikes, skateboards, and scooters from home, as all necessary equipment is provided by the Playground Program.
- The program does not take responsibility for the storage or security of your child’s possessions.
- The program does not store or dispense medication nor does it handle child custody matters.
- The Playground Program provides only ice packs or bandages for minor injuries. For emergencies, the staff will call the paramedics.

## **FORMS**

- Parents must complete a REGISTRATION/EMERGENCY FORM and PARENT PICK-UP AUTHORIZATION FORM before child can participate in the Afterschool Playground Program.
- A signed form acknowledging the understanding of the PROGRAM INFORMATION AND REGISTRATION GUIDELINES, referred to as “PARENT CONTRACT”, is required and must be on file at playground site.

## **LATE PICK-UP FEES**

- Parents agree to pay the additional fee of \$10 every 15 minute interval if they are late, starting at 6:01pm. Payment is due when the member is picked up.
- In the event that your child is not picked up by 5:30pm and you are NOT enrolled in the Extended Hours program ending at 6:00pm, the late fee policy aforementioned will be in effect starting at 5:31pm. If your child is picked up late more than one time, he/she will be automatically enrolled in the Extended Hours program and will be charged \$30/family per 20-day session.
- Chronic lateness will result in dismissal of the member from the program (Chronic is defined as more than four per trimester). If a participant has not been picked up by 6:30 pm and staff has not contacted the parent or guardian, then the Redondo Police Department will be called.

**REGISTRATION PROCEDURE**

- Payments are based on 20-day or 60-day sessions and are due before the start of each session. New registrations are accepted mid-session, but will not be prorated.
- No refunds, pro-rated payments, or transfers are allowed. Refunds for 60-day payments will be taken into consideration. **No refunds for suspensions or expulsions.**
- Once REGISTRATION AND EMERGENCY and PARENT PICK-UP AUTHORIZATION forms are on file, refer to payment schedule listed below for payment due dates. Payments can be made in person at the Recreation Office, by phone, or by mail. The \$2 registration fee per person per session has been included in the cost. **DO NOT MAIL LATE PAYMENTS.**
- Method of payment accepted: Visa, MasterCard, check, and money order. Make all checks or money orders payable to *City of Redondo Beach*. Correspondence should be sent to the attention of “Playground Program”. No cash will be accepted. Partial or incomplete payments will not be accepted.
- If you are in financial need, LIMITED Fee Waiver applications are available for REDONDO BEACH RESIDENTS ONLY. Fee Waivers must be approved before using the Afterschool Playground Program and are on a FIRST COME, FIRST SERVED basis. Returning applicants must re-submit the Fee Waiver form and up-dated corresponding documentation for approval. Fee Waivers will take four working days to be approved. Fee Waiver applications must be dropped off in person at the Community Services Department. Visit [www.redondo.org/afterschool](http://www.redondo.org/afterschool) for required documents to be considered for a fee waiver. When the Fee Waiver applications have met capacity, then you may apply for the Dream Come True scholarship (DCT). DCT requirements are the same as the Fee Waiver program. For those who qualify, \$100 per child per year can be applied to any Recreation program, including the Afterschool Playground Program.
- Program does not cover Accelerated School early Wednesday dismissals (school will cover this hour), holidays, or non-student days. School staff will cover the early Wednesday dismissal until 2:30pm. Camp programs are offered for a separate fee. Refer to [www.redondo.org/afterschool](http://www.redondo.org/afterschool) for details.
- Prompt Payment is the responsibility of the parent. Notices will be posted and handed out by staff. We do not send a bill in the mail.
- Two-week notice in writing prior to start of session is required for cancellations for automatic credit card debit.
- Registration forms are used for emergency purposes and will be kept on file at the Recreation office & the school site.

**PAYMENT CHART**

Payments	Per 60-day Session (A-C)	Per 20-day Session (1-9)	Session B Tax Option Both payments due up-front. Dec. will be paid on 11/28, remaining balance on 1/12
One child	\$ 296	\$ 124	Dec~\$ 74, \$222
Two children	\$ 496	\$ 200	Dec~\$124, \$372
3 + children (max fee per family)	\$ 570	\$ 228	Dec~\$142, \$428
<b>NEW! EXTENDED HOURS program: Additional \$30/family, 20-day session</b>	To optimize your savings, it's best to register for the 60 day sessions. Also, note the savings for a 60-day payment versus a 20-day payment ~ one child-save \$76, two children-save \$104, and 3+ children-save \$114 (includes registration fee savings).		

**PAYMENT SHEDULE**

60-Day	20-Day	Session Dates	Payment due date
Session A 8/31 thru 12/6	1	8/31-9/28	
	2	9/29-10/28	Thurs. 9/22
	3	11/1-12/6	Mon. 10/24
Session B** 12/7 thru 3/22	4 (B tax opt avail)	12/7-1/19	Mon. 11/28
	5	1/20-2/21	Thurs. 1/12
	6	2/22-3/22	Mon. 2/13
Session C 3/23 thru 6/22	7	3/23-4/26	Thurs. 3/16
	8	4/27-5/24	Thurs. 4/20
	9	5/25-6/22	Thurs. 5/18

\*\*Session B will be split into 2 payments for income tax purposes. Session B option payment is due up front. December payment due on 11/28, Jan-Mar payment will be put through January 12, 2017. If paying by check, please provide 2 checks with correct amounts.

**Note: We have added the \$2 registration fee per person per session in the payment table**

**PARENT CONTRACT ~ 2016-2017  
RULES AND RESPONSIBILITIES**

**Participant's Name:** \_\_\_\_\_ **School Location:** \_\_\_\_\_

Please initial ALL items listed and sign below. Then return this portion to your school Recreation Leader. This form will be kept on file with the registration form.

**CHECKLIST**

- \_\_\_\_\_ Payments are based on 20-day or 60-day sessions and are due by the date specified, usually Monday or Thursday before the start of the next session. Refer to the chart.
- \_\_\_\_\_ Late payments received after 3 days after the **start** of the session are subject to a \$30 fee. If payment is not received after one week into the session, the child will not be allowed to attend program until full payment is received.
- \_\_\_\_\_ I understand full payment is required whether the participant attends one (1) or all days of the session.
- \_\_\_\_\_ Payments can be mailed or called in with a credit card # or hand delivered to the Community Services Department.
- \_\_\_\_\_ If you wish to discontinue the program, you will need to notify the Community Services office in writing. Otherwise, phone calls and other attempts will be made to collect payment for the next session.
- \_\_\_\_\_ I have explained to my child that he/she must check-in with the staff at the designated check-in area. The program takes no responsibility legal or otherwise for the children until they check-in to the program.
- \_\_\_\_\_ I understand that I or an authorized individual on my Parent Pick-up list must check-out with staff at the designated check-out area. Authorized person must be 16 or older and provide ID upon request.
- \_\_\_\_\_ Children will remain indoors from 2:30pm to approximately 3:15pm working on homework or a quiet activity. Staff will assist with homework whenever possible, but will not tutor children on an individual basis.
- \_\_\_\_\_ If my child is enrolled in the Extended Hours program, I agree to pay the additional fee of \$10 every 15 minute interval if late, starting at 6:01pm. Payment is due when your child is picked up.
- \_\_\_\_\_ If I have NOT enrolled in the Extended Hours program ending at 6:00pm, then the late fee policy aforementioned will be in effect starting at 5:31pm. If your child is picked up late more than one time, he/she will be automatically enrolled in the Extended Hours program and you will be charged \$30 per family per 20-day session.
- \_\_\_\_\_ I understand that chronic lateness will result in dismissal from the program (chronic is defined as more than four per trimester). If my child has not been picked up by 6:30pm and staff has not contacted the parent or guardian, then the Redondo Police Department will be called.
- \_\_\_\_\_ No refunds or pro-rated payments are allowed. No refunds for suspensions or expulsions.
- \_\_\_\_\_ I have explained to my child that he/she must get Staff permission to use the restroom and he/she is not to play or hang out with other children while visiting the restroom.
- \_\_\_\_\_ I have explained to my child that physical contact, classified as with intent to harm, inappropriate touch or in retaliation is not acceptable. Furthermore, he/she is to notify staff immediately he/she is witness to or is involved in any such contact.

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_  
have carefully read the Parent/Child Program Information and Registration Guidelines and fully understand its contents.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

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Signature of Parent/Guardian

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Date