



AFTERSCHOOL PLAYGROUND PROGRAM

Space to play and learn * Space to be safe and secure * Space to create and imagine

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.

*Join in the fun~
Enroll Anytime!*

*August 31, 2016
Through
June 22 2017*

EXTENDED HOURS!
5:30-6:00p.m.*
*Additional \$30/month

*We are open every
school day*

*On-site from
2:30-6:00p.m.**

CITY OF REDONDO BEACH
COMMUNITY SERVICES DEPARTMENT
1922 ARTESIA BLVD | REDONDO BEACH | 90278
SHANNON SNEED | RECREATION COORDINATOR
310-318-0610, x3532

www.redondo.org/afterschool



**Parks
Make
Life
Better!**



More To Sea™
**redondo
BEACH**
Creating Community through
People, Parks & Programs

AFTERSCHOOL PLAYGROUND INFORMATION

PROGRAM LOCATIONS

Alta Vista~815 Knob Hill • **Beryl Heights**~920 Beryl St • **Birney**~1600 Green Ln • **Jefferson**~600 Harkness Ln
Lincoln~2223 Plant Ave • **Madison**~2200 MacKay Ln • **Tulita**~1520 Prospect Ave • **Washington**~1100 Lilienthal Ln

OPERATIONS

- Activities take place from 2:30-5:30p.m. (or 2:30-6:00p.m. in the Ext. Hours program) when school is in session.
- **NEW! Extended Hours program from 5:30-6:00p.m. is available for an additional \$30/family per 20-day session.**
- The elementary schools will provide coverage for early Wednesdays until 2:30p.m.
- Child must be enrolled and payment must be current in order to participate in the program.
- 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. Authorized person must be 16 or older and be able to provide ID upon request.
- Homework starts at 2:45p.m. Outside play begins shortly after, depending on school location.
- All children must be picked up by 5:30p.m. unless they are registered for the Extended Hours program. In the event that your child is not picked up by 5:30p.m. and you are NOT enrolled in the Extended Hours program ending at 6:00p.m., the Late Fee policy will be in effect starting at 5:31p.m. instead of 6:01p.m. 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. The Late Fee policy: There is an additional fee of \$10 every 15 minute interval if your child is picked up late, starting at 6:01p.m. Payment is due when the child is picked up.
- If a participant has not been picked up by 6:30p.m. and staff has not contacted the parent or guardian, then the Redondo Police Department will be called.

WHAT PARENTS NEED TO KNOW

Before parents decide to use the Afterschool Playground Program, they should consider the following:

- The child 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(ren) must check-out with staff at the designated check-out area.
- Be sure your child knows what to do in an emergency. You should have designated emergency contacts for your child. Please complete the Registration/Emergency Form. Every family should have a plan in the event of a natural disaster.
- Be sure your child is prepared and attired properly for the weather. Children must wear proper shoes at all times.
- This 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. All necessary equipment is provided by the Playground Program.
- The Playground Program does **not** take responsibility for the storage or security of your child's possessions.
- The Playground 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.
- If your child has a problem with another child, consult the Recreation Leader on duty. **Never** handle the situation yourself.
- The Community Services Department encourages parents to personally meet their respective playground staff.
- Recreation staff will only make outgoing calls to parents in case of emergency.

ACTIVITIES

- Guidance and leadership are provided in the areas of games, sports, drama, storytelling, arts & crafts, table games, board games, study activities, movies and special events.
- Activities take place in supervised areas only. Being in an unassigned area without permission can result in participant being dropped from the program.
- All equipment and supplies for these activities are provided by the Community Services Department.
- Activities take place 2:30-5:30p.m. (or 2:30-6:00p.m. in the Ext. Hours program) during regular school day. The Playground Program is closed for school holidays, teacher in-service days, winter vacation and spring break.
- Recreation Leaders will encourage and assist participants during their homework time (approximately 30 min. to 1 hour). Children who do not have homework will be offered positive, quiet activities during the designated homework time. *Recreation staff are not tutors.*
- All events, activities, policies, and fees are subject to change without notice.

SAFE, CLEAN AND GREEN

The Playground Program operates a safe, clean, and green program. This means we value physical and emotional safety. We ask that children get involved in keeping the Playground Program a safe place, being courteous and respectful toward others and themselves, and being helpful and nice to others. With these attributes, they are able to have fun in a safe environment. We also value personal responsibility. Children are asked to help keep the Playground Program a clean place. If they make a mess, they clean it up. They also put away the things they play with, such as balls, games, and craft supplies. Through this responsibility, they can have fun in a clean environment. Finally, we value our physical and emotional environment. We ask that children help keep the Playground Program green and healthy. Be nice to others, be healthy, and be supportive of others; pick up their trash and trash they see on the ground; put litter in its place and recycle. By doing this, they can have fun taking care of their environment.

RULES FOR THE PROGRAM

In order to make the Afterschool Playground Program safe and enjoyable for all, please discuss the following rules with your child. These rules apply before, during, and after the Afterschool Playground Program. A positive discipline system is in effect with appropriate consequences.

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 PROCEDURES WILL BE USED FOR BEHAVIORAL ISSUES:

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 expulsion.

REGISTRATION AND PAYMENT INFORMATION

- 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 pro-rated.
- Payment is due by the date specified, usually the Monday or Thursday before the start of the next session. Please refer to chart below for fees and payment due dates.
- Late payments received after 3 days from 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.
- 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.**
- **Initial Registration/Emergency form and Parent Pick-Up List** must be sent in PRIOR to participation by mail, fax at 310-798-8273, or in person at the Community Services Department, located at 1922 Artesia Blvd, Redondo Beach, CA 90278. Your first payment of the school year must accompany the REGISTRATION AND EMERGENCY FORM and the PARENT PICK-UP LIST. Forms are also on-line at www.redondo.org/afterschool. Completed registration forms **will not** be accepted at school office or at the Afterschool Playground site.
- Once REGISTRATION AND EMERGENCY FORM and PARENT PICK-UP LIST are on file, refer to payment schedule listed below for payment due dates. Payments can be made in person at the Community Services Department, by phone, or by mail. **DO NOT MAIL LATE PAYMENTS.**
- Indicate on the registration form the session # and the school location. Incomplete applications and partial payments will not be accepted.
- 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.
- 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 for required documents to be considered for a fee waiver.
- Program does not cover Accelerated School early Wednesday dismissals (school will cover this hour), holidays, or non-student days. Camp programs are offered for a separate fee. Refer to 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 Information and will be kept on file at the office and the school site.

PROGRAM REVIEW

OUR PROGRAM LOCATIONS:

Alta Vista • Beryl Heights • Birney • Jefferson • Lincoln • Madison • Tulita • Washington

OUR DAILY OPERATIONS:

- Open 2:30-5:30p.m.* during the regular school year when school is in session.
- **Extended Hours program from 5:30-6:00pm is available for an additional \$30 per 20-day session.**
- Participants must check-in with staff at the designated check-in area. We take no responsibility legal or otherwise for the children until they check-in to program. 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.
- Child must be enrolled and payment must be current in order to participate in the program.
- Homework starts at 2:45p.m. Outside play begins shortly after, depending on school location.
- All children must be picked up by 6:00p.m. as Recreation Staff close the facilities and leave promptly. Parents who are late agree to pay the additional late fee, starting at 6:01p.m. In the event that your child is not picked up by 5:30p.m. and you are NOT enrolled in the Extended Hours program ending at 6:00p.m., the Late Fee policy will be in effect starting at 5:31p.m. 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.

HOW CAN I ENROLL:

- **INITIAL Registration/Emergency form and Parent Pick-Up list** must be sent in PRIOR to participation by mail, by fax, 310-798-8273, or in person at the Community Services Department, located at 1922 Artesia Blvd, Redondo Beach, CA 90278. Visa, Mastercard, and checks, payable to *CITY OF REDONDO BEACH*, are accepted. *Your first payment must accompany the REGISTRATION & EMERGENCY FORM and PARENT PICK-UP LIST.* Forms are available on-line at www.redondo.org/afterschool

HOW DO I MAKE A PAYMENT:

- Once registration form and pick-up list are on file, refer to payment due dates below. Payment can be made in person, by phone with a Visa or MasterCard, or by mail to Community Services Department, 1922 Artesia Blvd, Redondo Beach, Ca 90278, Attn: Playground Registration. We have included the \$2 registration fee per person per session in the fee listed below.
- Payments are based on 20-day or 60-day sessions and are due before the start of each session.
- Registrations are accepted mid-session, but will not be prorated.
- There is a \$30 late fee for payments made 3 days after the start of the session. Be sure to check the payment due date.

NEED MORE INFORMATION:

- Registration/Emergency form, Parent Pick-Up list, flyer, Parent Information and Guidelines, Calendar and Newsletter, DCT Scholarship and School Year Camp information are posted on the webpage at www.redondo.org/afterschool.
- All events, activities, policies, and fees can be subject to change without notice.

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
NEW! EXTENDED HOURS program: Additional \$30/family, 20-day session		To optimize your savings, it's best to register for the 60 day sessions. Also, note the savings for a 60-day payment verses a 20-day payment ~ one child-save \$76, two children-save \$104, and 3+ children-save \$114 (includes reg. fee savings).	

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.