



City of Hermosa Beach  
Community Resources Department  
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## **P.A.R.K. AFTER SCHOOL PROGRAM**

### *Program Information & Policies*

Welcome to the City of Hermosa Beach's P.A.R.K. After School Program! We are excited to work with you and your child in the upcoming school year and provide a safe, fun, and educational program. As our name says, our goal is to provide a **P**ositive, **A**ctive **R**ecreational atmosphere for **K**ids where they can grow and learn in a supportive environment. It is our desire that your child's participation in our program will allow them an outlet to express themselves as individuals while learning how to communicate and socialize with their peers.

In order to create such an atmosphere, the following rules, policies, and guidelines will be enforced at all times:

#### **Program Overview**

P.A.R.K. is an After School program dedicated to active recreation for Hermosa youth. The program will be held throughout the school year at the Community Center (located at 710 Pier Avenue) and South Park (425 Valley Drive) if program registration requires additional classrooms. The program runs daily from 2:30 - 6:00pm (except for Wednesday, which is held from 1:45 - 6:00pm). An enthusiastic leadership staff of experienced Youth Program Counselors supervise all activities including homework time, snacks, interactive games and activities, indoor and outdoor games, drama, and more. Staff will be available to walk children from both Valley and View Schools to their assigned program location. Parents or an authorized adult will be required to sign their child out of the program by 6:00pm. Youth Programs Counselor to participant ratio is 1:10.

#### **Program Staff**

All program staff has prior experience working with children of all ages. They are required to pass a livescan and physical fitness test prior to employment. Staff is required to attend a training session on the program, including overviews of policies and procedures, prior to working in the program. Only the most experienced and trained staff become Youth Programs Counselors for the P.A.R.K. program, so rest assured that they are qualified to fulfill the requirements and expectations to lead a safe and enjoyable program.

#### **School Pick-Up & Transportation Procedures**

Staff are available to pick up children at Valley and View Schools on a daily basis on regularly scheduled school days. The pick-up locations at each school site are:

- Valley School: Just outside of the main gate
- View School: 3 picnic tables at the back of the school in front of the playground

Please instruct your child(ren) of the pickup location at their respective school. Staff will be in red P.A.R.K. shirts, holding a sign with the P.A.R.K. logo on it during the first few weeks so the children can familiarize themselves with the pick-up locations and staff during this crucial time in the program.

Once staff ensures all children are accounted for, staff will walk them to their assigned classrooms using the following routes:

- From Valley School: Using the east crosswalk in front of the school, the P.A.R.K. program will cross Valley Drive to the Greenbelt. They will walk on the Greenbelt to the intersection of Pier Avenue where children will either follow staff to the Community Center by crossing Pier Avenue, or continue on the Greenbelt, crossing Valley Drive to the South Park classroom.

- From View School: The P.A.R.K. program will begin by walking south on Prospect Avenue to 16<sup>th</sup> Street where they will continue west to the Greenbelt, using designated school crossing guard locations and sidewalks. They will walk on the Greenbelt to the intersection of Pier Avenue where children will follow staff to the Community Center by crossing Pier Avenue where they will begin homework while waiting for the remaining Valley students to arrive.

### **Extreme Weather Plan**

In the case of extreme weather (lightning, hail, dangerous winds, etc.) that could prevent P.A.R.K. children and staff from walking to the Community Center safely, the program will have access to a classroom or facility at each school site, where the program will remain for the entirety of the program. P.A.R.K. staff will contact all parents/guardians as soon as this is deemed necessary.

### **Program Schedule**

Although each day in the P.A.R.K. program may be different depending on the activities planned, the overall structure of each day is the same:

- Walk to program site
- Homework Time (approximately 45 minutes)
  - Youth Programs Counselors are not tutors but will make every effort to help your child with their assigned homework. Please make sure to check their homework at the end of each evening to make sure it is completed and done correctly.
  - Please keep in mind that children have different levels of homework assigned to them, so the scheduled homework time may not be sufficient for your child(ren) to fully complete their work.
- Enjoy a light snack
  - This is provided with your registration in the program. You are welcome to send your child with a snack of choice for this time, if you wish.
- Organized Activity Time until pick-up

### **Check Out Procedures**

Participants are NOT allowed to sign themselves out of the program under any circumstances. A parent, guardian or approved adult must sign each child out no later than 6:00pm. If the registered parent/guardian is unable to sign out the child, or if an alternate adult (18 and over) will be picking the child up, please let staff know PRIOR to pick-up. We want to make sure your child(ren) are leaving with those who are authorized to do so, so please keep us updated of any changes should someone else pick them up. Please note that if staff does not recognize the adult, they will ask to see their ID and will match it with your child(s) Emergency Card information or any correspondence received from you, in writing.

### **Late Pick-Up**

All children MUST be picked up from the program by 6:00pm. A \$10 fee (per child) will be charged to your account for every 10 minutes your child(ren) are not picked up past 6:01pm. These additional fees are to be paid immediately following the late pick up in our main office at the Community Center the following business day.

### **Days Absent or Not Attending P.A.R.K.**

It is crucial that just as you keep the school updated when your child(ren) are absent, the P.A.R.K. program is kept informed as well. During the pick-up process at each school site, staff and the rest of the children do not leave until all children are accounted for, either as being present in the P.A.R.K. program or are confirmed to be absent for that day. If your child(ren) are not present and we were not informed of their absence, staff will not leave the site until they are able to get in touch with you to confirm. If staff is unable to contact you to confirm your children's attendance in the program after an extended amount of time, your child *may* be left behind. This causes confusion, a delay in the program schedule, and frustration from parents who may have to wait at the program site for their children to arrive later than anticipated in their classrooms.

Please contact our office one of three ways:

1. Office number: 310.318.0280
2. P.A.R.K. Cell Phone: 310.420.3838
3. **Email to Youth Programs Coordinator**, Nick Shattuck: [nshattuck@hermosabch.org](mailto:nshattuck@hermosabch.org)

### Equipment/Toys from Home

All personal belongings such as cell phones, electronics including gaming devices, trading cards, and other items are to be kept in your child(’s) backpack during program time. This will help ensure the items do not get lost, misplaced or left behind.

### Band-Aid Forms

When your child is injured during the program with a small scrape or bruise from their participation in activities, staff will provide a Band-Aid form during pick-up. These will be used for minor injuries only. Please keep an eye on the injury in the evening to make sure there is no irritation or worsening of the area. All other injuries require staff to complete an Accident Report, which is filed in the Community Resources office. Rest assured that you will be informed of any injuries to your child(ren), no matter how minor.

### Registration Procedures

Registration is accepted at the Community Center ONLY, located at 710 Pier Avenue, Hermosa Beach. At this time, we do not accept online registration. Prices are per child and full payment is required by the applicable due date. Any enrollments during the current session will be charged the full amount; sessions are not pro-rated unless there is an emergency situation, which are considered on a case-by-case basis. Refunds are not allowed.

Payment can be made using either Plan A (full payment) or Plan B (three-payment schedule). There are no additional fees for utilizing either payment option. These payment schedules include:

#### ***Plan A - One Payment (All Sessions)***

<b>Sessions</b>	<b>3-day Program</b>	<b>5-day program</b>
A, B, & C	Pay the total of \$1200 by August 8, 2016	Pay the total of \$1900 by August 8, 2016

#### ***Plan B – Three Payments***

<b>Sessions</b>	<b>3-day Program</b>	<b>5-day program</b>
A	1 <sup>st</sup> payment of \$400 by August 8, 2016	1 <sup>st</sup> payment of \$600 by August 8, 2016
B	2 <sup>nd</sup> payment of \$400 by November 14, 2016	2 <sup>nd</sup> payment of \$650 by November 14, 2016
C	3 <sup>rd</sup> payment of \$400 by March 20, 2017	3 <sup>rd</sup> payment of \$650 by March 20, 2017

### 3-Day & 5-Day Option

The P.A.R.K. program has a 3-day or a 5-day option for registration. When selecting the 3-day option, you must select the three days your child(ren) will attend the program for each session. Those dates will remain through the end of the school year unless there is a need to choose different dates in following sessions. These dates can only be changed for upcoming sessions if there is availability to do so and staff must be notified at least one week prior to the session start date. Please note the following important dates to consider:

<b>Office Notification of Requested Date Change</b>	<b>Session Dates Date Change Would Be Effective</b>
November 7, 2016	November 14, 2016 – March 17, 2017
March 13, 2017	March 20 – June 21, 2017

## **Emergency Contact Information**

It is important for the P.A.R.K. program to have the most updated Emergency Contact information on file. You will be required to fill out a new Emergency Card at the time of registration. These will be kept on-site at all times and can be updated at any time should any information change throughout the school year. Please make sure there is a daytime phone number available to reach you at all times.

## **Disciplinary Procedures**

The P.A.R.K. program strives to create a welcoming, supportive, and safe environment for your child(ren). In order to do so, we must adhere to certain policies and procedures. Please note the following program rules:

1. Bullying of any kind is not allowed.
2. We stress RESPECT for everyone at all times.
3. Punching, hitting, pinching, kicking, or other physical contact is not allowed.

Should a minor disciplinary situation arise, Youth Programs Counselors will adhere to the following disciplinary procedures:

1. Warning
2. "Reflection Time"
3. Time to Talk Card issued & signed by parent/guardian
4. Written note to Parent/Guardian
5. Meeting with child(ren), Parent/Guardian, and the Youth Programs Counselor
6. Dismissal from the program

Should a more serious situation arise (i.e. physical contact, constant bullying, etc), staff will contact the parent/guardian immediately and ask that their child be picked up for the day, followed by a meeting with staff, the parent/guardian, and the child. If a solution is not found or if the child is not making marked improvements in the area of concern, they may be dismissed from the program.

We ask for your help in reinforcing the P.A.R.K. program rules at home so that your child(ren) fully understand the expectations and policies while they are under our care.