

City of Los Angeles | Department of Recreation and Parks | Metro Region | East District
STATE STREET RECREATION CENTER

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 **SSRC** 
AFTER SCHOOL
CLUB
 **2023-2024** 
PARENT MANUAL



SCAN ME TO REGISTER!



Information on this flyer is subject to change without prior notice.

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SSRC AFTER SCHOOL CLUB

The information and dates in this manual are subject to change.

Thank you for selecting the 2023 – 2024 After-School Club program at State Street Recreation Center for your after school care needs. To ensure the safety and well-being of the participants, we ask that you go over the following policies, procedures and general information with your child and family members to have a smooth and successful program. The staff has scheduled and organized fun activities throughout each session and look forward to providing a positive experience.

The program is designed for children ages 5 through 12 years old. Five year olds must be in kindergarten or beginning 1st grade. The staff ratio one (1) for every ten (10) participants that are of 10 years of age and under. The staff is committed to providing a fun and safe learning environment for all participants. We offer supervised activities such as: homework assistance, arts and crafts, indoor games, baking, and outdoor play. Staff will assure all homework shown to them is completed, but parents will ultimately be responsible for checking their child’s belongings for any homework or assignments not presented to the staff.

Program hours are from 2:30 pm – 6:00 pm on Mondays, Wednesdays, Thursdays and Fridays. Tuesday’s hours are from 1:30 pm – 6:00 pm. Schedule of hours is subject to change for early dismissal and parent conferences.

*The SSRC After School Club program picks up students from Sheridan Street Elementary School. Students who attend a different school may be dropped to participate in the program. Drop off will be at 3:00pm on Mondays, Wednesdays, Thursdays & Fridays and 1:30pm on Tuesdays.

Daily Schedule

- 2:25 pm – Pick up students from school (Tuesdays 1:25 pm)
- 3:00 pm – Homework Assistance & Reading Log
- 4:00 pm – Snack Time (snack provided by SSRC)
- 4:30 pm – Activity of the Day/LA Kids Classes
- 5:30 pm – Free Play/LA Kids Classes
- 6:00 pm – End of program

Payment Information

Payments are due before the start of the each session. **A \$10.00 late fee will be charged for any late payment, unless arrangements have been made. If payment is not received on time, the participant will not be picked up from school.** Partial payments will not be accepted. Payments must be paid in full for each session even if the participant is going to be absent. No credit will be given for other sessions.

SESSION	DATES	PAYMENT DUE
1	August 15 – August 31	Due Registration
2	September 1-September 30	August 31
3	October 1 – October 31	September 30
4	November 1 – November 30	October 31
5	December 1-December 15	November 30

SESSION	DATES	PAYMENT DUE
6	January 8 – January 31	December 30
7	February 1 - February 29	January 30
8	March 1 – March 22	February 29
9	April 10 – April 28	March 31
10	May 1-May 31	April 28
11	June 1-June 11	May 31

Holidays, Pupil Free Days Unassigned Days

We are closed on pupil free days, Unassigned Days (school not in session) and on the following days;

- | | | | |
|-----------------------|-----------------------------|-------------------|------------------------|
| September 1 & 4, 2023 | Labor Day | January 1-5, 2024 | Winter Break |
| September 25, 2023 | Unassigned Day | January 15, 2024 | Martin Luther King Day |
| October 9, 2023 | Columbus Day (City Holiday) | February 19, 2023 | Presidents Day |
| November 10, 2023 | Veterans Day | March 25-29 | Spring Break |
| November 20-24, 2023 | Thanksgiving Break | April 1, 2023 | Unassigned Day |
| December 18-31, 2023 | Winter Break | April 24, 2023 | Unassigned Day |
| | | May 27, 2023 | Memorial Day |
| | | June 19, 2023 | Juneteenth Holiday |

Check In Procedures

Registered participants will be picked up from Sheridan Elementary School and will be signed in by staff. All registered participants must meet the staff by the tables in the cafeteria area near the library. Once all participants are checked in, staff will walk participants to the center. If a participant is dropped off, the parents or guardian must sign them in. Please notify our office if a participant is absent from school.

Signing Out Procedures

Participants must be signed out by a parent, legal guardian or alternate person that is authorized and listed on the registration form. Please list as many people as possible that may pick up the participant from the program. Over the phone request will not be permitted for the safety of the participant. Any alternate person will also be required to show identification.

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Late Pick up Fee

A late pick up fee of \$10.00 will be charged for the first ten minutes after 6:00 pm and \$1 for every minute after. Parents, please contact the center immediately if you anticipate being late. If the participant is not picked up by 7:00 pm, the child will be turned over to the Security Service Division (SSD) or LAPD.

Out Sick or Absent

Parents, please call the park office before noon if your child is not going to attend the After School Club program or if you are picking up your child from school. If your child has left the Recreation Center/or their school due to an illness (such as lice, flu, cold, etc.), a note or phone call is requested clarifying the illness has been remedied. A note must accompany the child on their first day back. A doctor's release is required for communicable diseases – i.e.: hepatitis, chicken pox, strep throat, tonsillitis, pink eye, etc...

Snacks

We will provide a small snack at 4:00pm. Participants are more than welcome to bring their own snacks, as long as they don't need to be heated or refrigerated.

Dress Code

All participants are required to wear closed-toes shoes and comfortable clothes in order to participate in all activities. On rainy days, please send your child with an umbrella and appropriate rain attire since we will be walking from the school to the park.

Personal items

The City of Los Angeles and State Street Recreation Center are not responsible for any lost, stolen or broken personal items. The following are not permitted in the program, cell phones, jewelry, make-up, toys, radios, cards, video games, CD players, iPod's, bikes, scooters, hover boards, or any other personal items that may be a distraction. Please leave any of these unnecessary items listed above at home and label your child's belongings.

Health and Medications

If your child has any allergies, food sensitivities, disabilities or characteristics/conditions, which might impact their participation, please note these items on the health form and please be sure to bring these items to the attention of the staff. If your child needs to take any medications during the After School Program, you must inform the staff. Please turn in these medications in the original container with instructions on the label. Staff is not permitted to dispense medication. We will remind your child to take their medicine.

Photographs and Movies

At some point during a program, we will take pictures of the participants as part of a project or for advertising purposes. Please inform the staff if you do not want your child to be part of any pictures taken. Also, periodically we will show a movie that is rated either G or PG. Staff discretion will be used in the selection process of PG rated movies.

Child Abuse

Under the mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, the 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.

Disciplinary Policy

The goal is to provide each child with a well-rounded, positive recreation experience in an atmosphere where they can learn new educational skills, develop new interests, and make new friends. To help us achieve this goal, we expect all who attend our program to abide by these simple set of rules that, if followed, will greatly enhance your child's participation and enjoyment of our program.

- Be POLITE - Use of profanity is prohibited. There will be no tolerance for those who use vulgar language.
- RESPECT - All participants must respect themselves, other participants and staff.
- NOBODY GETS HURT- There will be no arguing or altercations of any kind which include kicking, hitting, or any unruly behavior.
- PLAY FAIRLY AND SAFELY– Obey the Recreation Staff at all times.
- TRUSTWORTHINESS- Don't lie, cheat or steal.
- RESPONSIBILITY - Do what you are supposed to do and no wandering from the premises
- CITIZENSHIP - Do your share to make your Park and Community better.
- CARING - Be compassionate and show you care.
- PARTICIPATION - All participants are expected to participate in all activities.
- BUDDY–UP - Participants must take a buddy with them at all times (ex. Restroom, Water Fountain) and notify the staff before going anywhere.
- WEAR COMFORTABLE SHOES - No sandals. Closed toe shoes must always be worn.

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Consequences/ Discipline

1. First incident: child will be spoken to and their energies will be redirected.
2. Second incident: a conference with the Staff and Director/Coordinator. This will be recorded on a Sad Gram and the parent will receive a copy.
3. Third incident: a conference with the Director-in-Charge, Coordinator and the issuance of a Sad 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 participant. We will contact you and ask that you pick up the camper as soon as possible. A report will be issued dealing with the incidents. The Director-in-charge will meet with the parents and participant to discuss the resolution of the incident or the dismissal of the camper from the program. A third Sad Gram will be issued.

THE DIRECTOR-IN-CHARGE HAS THE OPTION TO BYPASS 1-4 LISTED ABOVE.

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

IN THE EVENT A PARENT OR AUTHORIZED ADULT CANNOT BE LOCATED, THE CAMPER MAY BE DISMISSED FROM FURTHER PARTICIPATION IN THE ASC PROGRAM. NO REFUNDS WILL BE PROVIDED.

All Sad Grams are kept in the participant's file. Participants are accepted back to the program when their parents have signed the Sad Gram. There are no refunds if the participant is withdrawn from the program.

Refund Policy

Full refunds are only issued when the recreation center cancels the activity. A 15% cancellation fee is assessed for all refunds. After the first day of a session, the Recreation Center issues a partial refund to patrons withdrawing from the activity or program. After School Club fees are NOT prorated. All refunds will take 6-8 weeks to be processed.

The information in this After School Club parent manual is subject to change without prior notice.

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 woman in sports".

Good Sportsmanship is everyone's responsibility. Be a Good Sport.

For more information, please call us at 213.847.2790 or email us at statestreet.reccenter@lacity.org

WELCOME!



**PLEASE READ & SIGN THIS AGREEMENT WITH YOUR CHILD(REN)
AND RETURN IT TO**

STATE STREET RECREATION CENTER

***MUST BE COMPLETED BEFORE ATTENDING THE FIRST DAY.**

I agree that the City of Los Angeles Department of Recreation & Parks and State Street Recreation Center, are not responsible for articles of clothing or personal belongings lost or damaged by fire, theft, etc. State Street Recreation Center does not recommend participants bringing expensive clothing, cell phones, electronics, iPods, radios, cameras, jewelry, etc.

I agree that the child and his/her parents/guardians and/or relatives will abide by the rules and regulations set by State Street Recreation Center for the health, safety, and welfare of all the children.

I agree that Street Recreation Center reserves the right to cancel, change or substitute programs or activities as listed in the calendar.

I agree all payments will be on time and in full. Payment is due before the beginning of the month.

I agree to pick up my child on time and realize there will be a late fee charged if I fail to call or notify staff ahead of time. A late pick up fee of \$10.00 will be charged for the first ten minutes after 6:00 pm and \$1 for every minute after.

I agree to help with all disciplinary actions involving my children. I understand that failure to obey all the rules will result in dismissal from the program.

I have received and read the Parent Manual and understand and agree to follow all policies and procedures enclosed in the manual.

Parent or Guardian Signature

Child's Signature #1

Child's Signature #2

Date