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City of Los Angeles, Department of Recreation and Parks  
Chevy Chase Recreation Center

**2023-2024**

**AFTERSCHOOL CLUB  
PARENT HANDBOOK**



# Welcome

Welcome to Chevy Chase Afterschool Club Program. Here at Chevy Chase RC, your children will participate in a safe and fun filled environment. They will interact with fellow participants in games and activities designed to build self-esteem and encourage cooperation.

This handbook will provide you with important information about our program. Please read through it carefully, and if you have any questions or concerns, please contact one of our staff members at (818)550-1453. Thank you for participating in our program.

**Office Hours:** Monday - Thursday 10:00am - 8:30pm  
Friday 10:00am - 7:00pm

## Hours Of Operation

Afterschool will operate from Monday, Wednesday, Thursday, and Friday, from 2:30pm-6:00pm, and 1:30pm-6:00pm on Tuesday. There will be no ASC program on all Major and City Holidays. There will be no ASC program during school breaks and unassigned days. Our Afterschool Program follows the LAUSD School Calendar.

## Registration

There will be a one time registration fee of \$25. **Enrollment is on a first come, first serve basis and only payment will guarantee your child's spot in the ASC Program.**

- Monthly payments are due at the start of the month or earlier.
- Only participants who have paid for the current month will be allowed to participate in the program.
- ASC fees are set as monthly sessions and not on a per day basis. Fees will not be prorated unless Chevy Chase RC staff cancels a day/week.
- Payment methods accepted are credit cards Visa/Mastercard
- No full refunds will be issued unless the ASC program is cancelled by center.
- A 15% administrative fee will apply to all refunds.

## Registration Procedures

Registration will be in person. Registration is an on going process until the maximum number of participants are reached for the month. Every child must have a current, up to date application on file before they will be accepted into the program. It is important for the safety of your child, that you notify the office of any changes that need to be made on the form anytime during business hours.

## Emergency Information

For the protection of your child, we require that the Health History Section on the application be complete and accurate. We cannot accept a child with the parents/guardians listed as the only emergency contact. It is mandatory that another adult be listed, in the event that the parent/guardian cannot be located. Please list your cell phone numbers as well. If you know you cannot be contacted at the number listed on your child's application on a particular day, please provide staff, in writing, with an alternate number at sign-in time.

## Attendance

**If your child will not be attending school for any reason, please call us at (818)550-1453 or email [chevychase.recreationcenter@lacity.org](mailto:chevychase.recreationcenter@lacity.org), by 12:00pm.** This will assist us in making sure we have accurate counts of children when we pick them up at the schools.

## MONTHLY FEE: Will be as follows:

	<b>Monthly Fee</b>	<b>Breaks/Holidays</b>
<b>August</b>	\$70	
<b>September</b>	\$80	Sept.4 (Labor Day),
<b>October</b>	\$80	Oct.9 (Indigenous Peoples' Day)
<b>November</b>	\$70	Nov.10 (Veteran's Day), Nov.20-Nov.24(Thanksgiving)
<b>December</b>	\$40	Dec.18-Dec.29( Winter Break)
<b>January</b>	\$70	Jan.1-5 (Winter Break), Jan.15 (MLK Day)
<b>February</b>	\$80	Feb.19 (President's Day)
<b>March</b>	\$70	Mar. 25-29( Spring Break)
<b>April</b>	\$80	Apr.1, 24 (Unassigned Day)
<b>May</b>	\$80	May 27 (Memorial Day)
<b>June</b>	\$40	*Last day of ASC June 11

- There will be no ASC program on LAUSD unassigned days
- Monthly payments are due at the start of the month or earlier.
- If fees are not paid, services will be suspended until all fees are paid in full.

## **Drop off and Pick up Procedures**

1. Parents and/or caretaker must show ID at pick-up.
2. Please allow time for sign out.
3. Participants must be signed in on a daily basis.
5. Only those authorized on the registration form will be allowed to pick up child.

**Proper ID must be shown at pick-up to verify authorization.**

## **Afternoon Snack**

Chevy Chase RC will provide an afternoon snack. If your child is on a special diet or a picky eater, please pack a spoil-free snack for your child every day. Do not pack foods that need heating or refrigeration.

## **Proper Program Attire**

Due to the different kind of activities your child will be participating in, proper attire is a must! In order to provide the safest experience possible the majority of programming will be outdoors! Please consider this when preparing your child for the day. The following are suggestions for proper program attire: closed toe shoes, a hat, t-shirt, a pair of jeans or shorts, and **SUNSCREEN**. Please **DO NOT** send your child to program in open-toed shoes, a skirt, dress or anything that will prevent them from taking part in outdoor program activities.

**\*\*Please label all your child's belongings.**

Your child is responsible for his/her belongings.

Staff is NOT responsible for belongings that are misplaced, lost, or left after closing.

## Afterschool Program Rules

The following rules are meant to be discussed and understood by both parents and participants :

1. Participants are expected to participate in **ALL** activities.
2. Participants must follow directions at **ALL** times.
3. All Participants must show respect for themselves, other students, and the center staff.
4. Participants must let a counselor know where they are going at **ALL** times.
5. Children must keep all body parts to themselves.
6. Children must stay with their assigned groups at all times.
7. Participants must take 2 buddies with them when they go to the restroom and/or to get a drink of water.
8. Sandals or open toe shoes should **NOT** be worn to ASC.
9. Children must not use profanity.
10. Participants are expected to handle equipment, games, material and supplies appropriately.
11. Children and/or family members must not possess weapons or illegal substances.

## Electronic Policy

Electronic devices, iPads, tablets, notebooks will be allowed only for the sole purpose of completion of school assignments. Jewelry or other valuables are also not permitted. Participants will not be allowed to use their cell phones during the program. If a cell phone is brought to ASC, it should be kept in a backpack throughout the day. If a child needs to use their cell phone, they must get a counselor's permission. Chevy chase RC is NOT responsible for lost, misplaced, damaged, stolen, or broken items. If you need to contact your child, please call (818) 550-1453.

# ASC SCHEDULE

TIME	DAILY ASC SCHEDULE
2:35-3:30pm	Pick-ups from Glenfeliz & Atwater Elementary Schools
3:30-3:45pm	Snack Time
3:45-4:30pm	Homework Assistance Handouts, Quiet reading
4:30-5:30pm	Playground Time, Group Games, Science, Arts & Crafts activities
5:30-6:00pm	Free-Play/ Pick-up

## **Illness, Emergency, and Medication:**

Illness: This is a Well Child facility. **DO NOT** send your child if he/she is not feeling well. Should the child become ill while here, child will be isolated, and 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 program.

Minor Injuries: Staff, certified in CPR/First Aid will administer treatment for minor cuts, scrapes and bruises. The injury will be logged and the parent 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.

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

Medication: We are not authorized to administer any medication. If your child requires any sort of 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.

## **Staff**

All staff have gone through the City of Los Angeles Department of Recreation and Parks hiring process, which includes fingerprinting to investigate criminal background.

There will be staff on site who is CPR and First Aid certified.

## **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. **HARRASMENT OF ANY OTHER CHILDREN BY ANY PARENT OR FAMILYMEBER IS CONSIDERED TO BE CHILD ABUSE , AND WLL BE REPORTED.**

## **Drills**

To assure the safety of the children, emergency drills will be held. The drills addressed will be a variety of situations: fire, earthquake, major accidents and security breaches.

## **Phone Calls**

Children will not be allowed to use cell phones or park phone. If there is an emergency or the child is ill, a staff member will call you. We also ask that you do not call your child. Phone calls interrupt whatever activity your child is participating in. If you need to get a message to your child, a staff member will be able to relay a message, but please only call for emergencies.

## **Late Pick-Ups/Late Fee**

Program hours are 2:30p.m to 6:00p.m. All children must be signed out by 6:00p.m There will be a 10 minute grace period for parents to pick up their children, after 5 minutes a late fee of \$1 for every 1 minute will charged. any child not picked-up 30 minutes before closing time will be turned over to the LAPD Security Service Division.

**The late pick up fee policy will be strictly enforced.**

**PROBLEM RESOLUTION:** In the event that your child should have a problem with another camper, he/she should bring it to the attention of the Recreation Staff to resolve the issue. Under no circumstances should any child retaliate against another.

**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:** a conference with the Facility Director. This will be recorded on a Conduct Report Form and the parent will receive a copy.
3. **Third incident:** a conference with the Director-in-Charge and the issuance of a Conduct Report 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 child as soon as possible. A report will be issued dealing with the incidents. The Director-in-charge will meet with the parents and to discuss the resolution of the incident or the dismissal of the participant from the program.

**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.**

**NOTE:** All Conduct Reports are kept in the child's files. Participants are accepted back to camp when parent has signed the form. Upon receiving three (3) Conduct reports throughout the program, your child will be terminated from the program.

There are no refunds if the child is withdrawn from ASC Program

### **Termination from Program**

**A child will be suspended or terminated from the program for the following specific behaviors:**

- Constant harassment, bullying or use of racial or derogatory comments towards other children
- Fighting
- Behavior which results in repeated disregard of camp rules
- Disrespect shown to staff members or park patrons
- Consistent use of profanity (abusive language)
- Possession of illegal weapons or substances or replicas of weapons
- Theft, or destruction of personal, or facility property
- Endangering the health and safety of other children or staff
- Leaving the facility without permission

### **Miscellaneous Information**

#### Lost & Found:

Mark all your child's belongings with their name. We keep lost articles for a 30 day time period, so please check regularly.

#### Medication:

We are not responsible for directly giving medication to the campers.

#### Personal Belongings:

All clothing, backpacks, and lunch bags should be labeled with your child's name. All personal toys, valuables and large sums of money must be left at home. Chevy Chase RC is not responsible for the lost or misplaced clothing, possessions, or money.