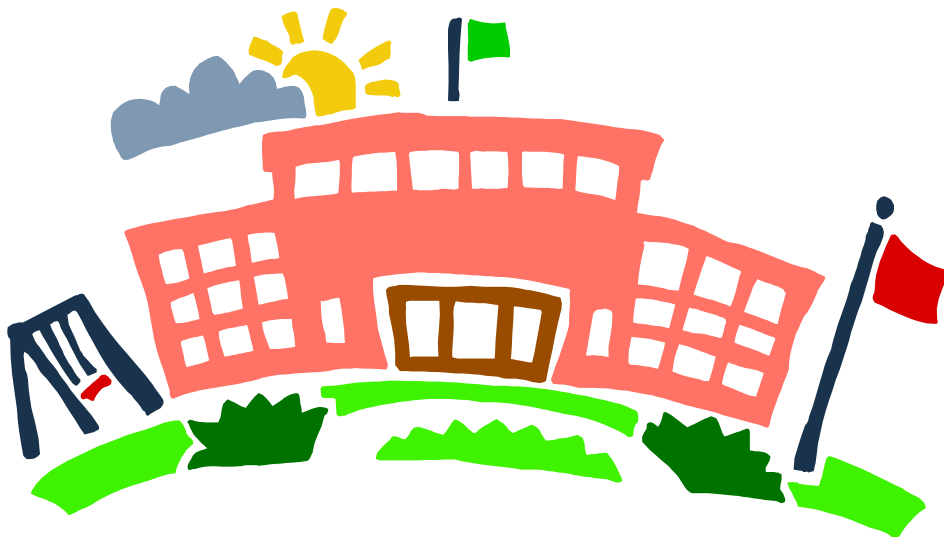


Culver CITY

CULVER CITY AFTER SCHOOL RECREATION PROGRAM (CCARP)

School Year: 2011-2012



Recreation Division

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT

PROGRAM INFORMATION

LOCATION: The Culver City Afterschool Recreation Program (CCARP) operates at five separate locations.

- El Marino Park, 5301 Berryman Avenue
- Lindberg Park, 5041 Rhoda Way
- Blanco Park, 5801 Sawtelle Blvd.
- Linwood Howe Elementary School, 4100 Irving Place.
- Culver City Middle School, 4601 Elenda Street.

HOURS OF OPERATION: CCARP elementary programs are open Monday, Tuesday, Thursday and Friday from the time students are released from school until 6:00PM and Wednesdays from 1:30PM to 6:00PM only. The Middle School program is open Monday through Friday from the time students are released from school until 6:00PM.

CONTACTING STAFF: Staff may be contacted at the CCARP sites by phone during program hours only. To contact staff outside the program hours or to leave a message for any site, please call the registration office at (310) 253-6650 Monday through Friday between the hours of 11:30AM – 6:30PM.

HOLIDAY SCHEDULE: CCARP is not offered on pupil free days, holidays, and during school vacations. CCARP follows the Culver City Unified School District calendar and adjusts hours according to early dismissal days except for Kindergarten. We are also closed for winter, spring and summer recesses. Day Camp is available for spring break and summer break through the Parks, Recreation & Community Services Department for a separate fee.

TRANSPORTATION:

At 3:00PM on the first day of the after school program a parent must escort their child to the CCARP meeting area or the CCARP site to insure the student knows where and how to meet CCARP staff. CCARP staff will be in blue uniforms with the City of Culver City logo and Identification)

Farragut Students: will meet CCARP program staff at the rear of the school on the northwest side of the playground at the first bench next to the water fountain directly after dismissal from school. Kindergarten students will be picked up by CCARP staff from their classroom directly after dismissal from school. From there participants will be accompanied by program staff to Lindberg Park by walking through the back gate of the school near the bungalows, across the parking lot along the fence, across the La Ballona Creek Bridge behind the Middle School and down the block to the park.

(Any student or parent having trouble finding the CCARP meeting location should go to the school's main office and wait for the CCARP staff to arrive at the school's main office. CCARP staff will check the school's main office before leaving the school or starting the afterschool program.)

El Rincon Students: will meet CCARP program staff at the Blanco Park building adjacent the playground area directly after dismissal. Kindergarten students will be picked up by CCARP staff from their classroom directly after dismissal from school.

(Any student or parent having trouble finding the CCARP meeting location should go to the school's main office and wait for the CCARP staff to arrive at the school's main office. CCARP staff will check the school's main office before leaving the school or starting the afterschool program.)

El Marino Students: will meet CCARP program staff at the El Marino Park building adjacent the playground area directly after dismissal. Students must walk through gate on playground that leads to El Marino Park. Kindergarten students will be picked up by CCARP staff from their classroom directly after dismissal from school.

(Any student or parent having trouble finding the CCARP meeting location should go to the school's main office and wait for the CCARP staff to arrive at the school's main office. CCARP staff will check the school's main office before leaving the school or starting the afterschool program.)

Linwood Howe Students: will meet CCARP program staff at the park hut and shelter at the playground grass area. Students must walk across the grass area on the playground to the hut and shelter. Kindergarten students will be picked up by CCARP staff from their classroom directly after dismissal from school.

(Any student or parent having trouble finding the CCARP meeting location should go to the school's main office and wait for the CCARP staff to arrive at the school's main office. CCARP staff will check the school's main office before leaving the school or starting the afterschool program.)

Middle School Students: will meet CCARP program staff in Room 502 on the playground at the rear of the middle school directly after dismissal.

(Any student or parent having trouble finding the CCARP meeting location should go to the school's main office and wait for the CCARP staff to arrive at the school's main office. CCARP staff will check the school's main office before leaving the school or starting the afterschool program.)

REGISTRATION & FEES

REGISTRATION: Registration in CCARP is done directly at the Recreation Office located at 4117 Overland Avenue, Monday through Friday from 11:30AM to 6:30PM.

PROGRAM FEES: The cost of the CCARP is \$47.00 per week per child for Culver City residents and \$57.00 per week per child for non-residents. Payments can be made by mail or in person for multiple weeks in advance. Walk-in payments are due no later than the last Tuesday of the proceeding week. Please note: If payment is not received by 6:30PM the Tuesday prior to the session your child is enrolled there will be a \$26.00 late payment fee. No payments/registrations will be accepted after Thursday 6:30PM for the following week. Mail-in payments must be received no later than the Monday of the proceeding week.



Mail-In: Complete the CCARP Payment Form and include a check or money order payable to: "City of Culver City". Mail to Parks, Recreation & Community Services Department, Recreation Office, 4117 Overland Avenue, Culver City, CA 90230.

Walk-In: Pay directly at the Recreation Office, 4117 Overland Avenue, Culver City. Through this option a credit card (VISA or MasterCard) is an acceptable form of payment.

LATE PICK-UP FEES: CCARP ends promptly at 6:00PM. You may sign your child out any time before 6:00PM. You are required to pay an additional \$1 for each minute staff must wait with your child after 6:00PM. If the time gets to 6:10PM, staff will begin calling all the phone numbers on your Emergency Information form. If no one can be reached and your child is not picked up by 7:00PM they will be taken directly to the Culver City Police Department (310) 837-1221. Please know – time is based on the facility clock.

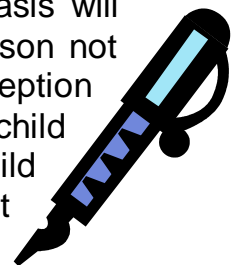
Because traffic is unpredictable, please have an authorized backup person designated to pick up your child in the event that you will be late or in case of emergency.

NSF CHECK CHARGES: There is a \$25 fee for checks returned to our office due to insufficient funds. Your child will not be able to participate and may lose her/his spot if full payment is not received on time.

REFUND POLICY: No refunds, transfers or pro-rations for cancellations, absences or illness with less than a 1-week notice.

PROGRAM POLICIES

DAILY SIGN IN & OUT PROCEDURE: Staff on a daily basis will sign in all participants. No child will be released to any person not previously authorized in writing by the parent. The only exception to this rule is that parents may stipulate in writing that their child may sign him/herself out if the note specifies the time the child may sign out and where they are to go. All participants must be signed out in the presence of a staff member on the forms provided at the site. Only individuals indicated on the



child's Waiver Form can take your child from the facility. PLEASE BE SURE TO UPDATE THE FORM AS OFTEN AS NEEDED.

ABSENCE: If your child will be absent from the program on any given day, you are required to call the Recreation Registration Office (310) 253-6650 before 1:00PM. Staff needs to deploy a comprehensive procedure of contacting school and police authorities to begin a search for a missing child. Any child who does not show up to the program will be considered missing. It is the duty of the parent to notify staff of any change to their child's daily schedule.

MEDICATION: If your child requires any form of medication, the child must have on file with site staff a "Medication Release" signed by the parent and doctor specifically for the medication the child requires. Your child will be responsible for dispensing their medication. All medicine must be in its original container. Prescription medicine must have child's name and dosage on the container with an expiration date. The expiration date must not be expired.

DISCIPLINE: Our staff is trained with the sensitivity to work in the childcare field. As such, it is understood that discipline is defined as the modeling of positive behavior by the adult staff. Proper discipline aids in the development of self-control, self esteem and respect for self and others.

Through proper discipline, children are able to distinguish for themselves the difference between right and wrong, acceptable and unacceptable behaviors. In order to preserve a healthy and safe environment, disciplinary action will be handled as follows:

- **No Tolerance Policy:** fighting, biting, spitting, choking, scratching or destruction of CCARP equipment; these actions warrant an immediate (2) day suspension.
- First Offense: Verbal warning by staff
- Second Offense: (5) minute Time Out Away From Group
- Third Offense: Parent Notified for Conference with the Site Senior Recreation Leader & Recreation Coordinator.
- Fourth Offense: The child will be suspended or removed from the program for 1-3 days at the Site Senior Recreation Leader's discretion and the consent of the Recreation Coordinator. This decision will be based upon the Site Senior Recreation Leader's appraisal of the child's behavior as well

as the parent's involvement in aiding the child to overcome the behavioral problems.

- Fifth Offense: The child will not be allowed to attend the program. No refund will be given.

Please Note: If your child reaches the fifth offense, in order for them to return the following year they must first arrange to meet with the Recreation Coordinator and Recreation Supervisor. If your child is granted approval to return, you will be notified by mail. Once the child returns they are placed on a probation status for (1) year. During the probationary period, if the child has one offense, they will not be allowed to continue with the program. No refund will be given.

STAFF QUALIFICATION AND STAFF TO CHILD RATIO: All staff is tested for TB and is subject to clearance from the Department of Justice by submitting their fingerprints before they are employed. The overall staff-to-child ratio will not exceed 14 children per staff member for the elementary programs and 20 per staff for the Middle school program.

PERSONAL PROPERTY: Our staff does not assume responsibility for the personal property of any participant. For the protection of your child's personal property, if you allow your child to bring anything of value to the program, please mark the item with your child's name. Items left out carelessly, not put safely away or shown to other participants will have a greater tendency to disappear. Any child caught stealing will be dealt with by an immediate conference with parents and the Site Senior Recreation Leader to determine appropriate discipline.

PUBLICITY: Staff from time to time will take pictures of the children in the program during regular activity hours. These pictures may be used for parent presentations, bulletin boards or promotional materials.

PROGRAM ACTIVITIES

PARENT & FAMILY INVOLEMENT: A schedule of monthly activities will be made available for each family. Please make an effort to share this calendar with your child and seek his/her feedback on the

activities they have participated in. We also ask parents to donate supplies and snacks.

We believe childcare to be an interactive and cooperative endeavor. The program works best when parent and family take an active role in the childcare program. Below are other ways parents can participate in this program.

Please make our staff aware of all that you can help out with:

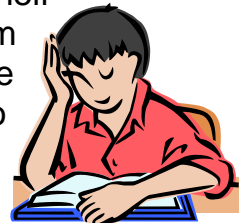
- Share a talent with the kids
- Teach a game to the kids
- Talk about your career
- Attend family socials
- Donate toys, games, etc. that may be used
- Participate in fundraising efforts
- Lead an arts & crafts project

All parents are welcome to visit at any time to see firsthand the quality of childcare you are taking part in. If you ever have questions or comments and for best results, please follow the chain of command beginning with the Site Senior Recreation Leader. If you do not get your concerns addressed then contact the Recreation Coordinator and/or the Recreation Supervisor. We also have program evaluation forms for parents to fill out that can be used as a means to communicate suggestions, concerns or improvements.



DAILY SCHEDULE: CCARP has a full array of activities for your child to participate in. All activities are considered age-appropriate to the elementary and middle school population. Activities are continually added and are not limited to what is listed below. Participation in all activities is encouraged.

HOMEWORK TIME: CCARP offers time for children to do their homework. Through the After School Homework Program Contract, parents specify their expectations between the parent and child. It requires both the parent and the child to agree to the terms and to sign on the line. Your child has the responsibility to attempt to do their homework daily and respect others while they are doing their homework.



Staff will remove any participants that are unruly or that disrupt the room. Parents will need to check their child's homework on occasion

to see if their child is honoring the parent/child contract. Parents are encouraged to discuss homework concerns with staff.



GAMES & CRAFTS: Whether it's board games or active tag and ball games, staff will plan activities for all participants so everyone will have something to catch their interest at some point.

Arts & Crafts projects are planned and done in the afternoon and can take over a course of several days or weeks. Please refer to the monthly activity calendar for more details of each project.

FREE PLAY: We believe that kids need a break from the structure that is imposed on them all day at school and after school in organized programs. Therefore, we consider Free Play to be an important part of our program. Free Play allows your child to exercise their creative impulses, socialize, blow off steam and look outside of the pre-planned box into the world of possibilities. Although the children will be supervised and will be given boundaries to observe, Free Play is an unorganized activity and will look like it.

FIELD TRIPS: Wednesdays are early dismissal days and provide an opportunity for walking field trips. These trips are by sign up only and will usually return by 4:00pm at the latest. Parents will be notified in advance of all trips.

SPECIAL PRESENTATIONS: Parents and other adults in the community may be dropping by to talk with kids about different topics. You will be notified in advance of the topic matter and the presenter.

PARENTAL INPUT

COMPLAINT PROCEDURE: If you have a question or a complaint about any area of the CCARP program, please speak to the Site Senior Recreation Leader or call the Recreation Coordinator or Recreation Supervisor. You may also go to the city website at www.culvercity.org and click Culver City Connect.

EVALUATION PROCEDURE: We ask parents to complete CCARP evaluations in order to get feedback on how well the program is operating and to solicit future program ideas to consider. Please complete and return the form to:

Dawn Beal, Recreation Supervisor
City of Culver City
Parks, Recreation
& Community Services Department
4117 Overland Avenue
Culver City, CA 90230
Fax: 310-253-6666

IMPORTANT PHONE NUMBERS

Registration Office.....	310-253-6650
Recreation Coordinator	310-253-6676
Recreation Supervisor.....	310-253-6645
Blanco Park Hut (El Rincon School).....	310-253-6681
El Marino Park Hut (El Marino School).....	310-253-6648
Lindberg Park (Farragut School).....	310 842-7494
Middle School (After 2:20pm only)...	310-842-4200 Ext. 3372