

Durham Recreation & Park District

9447 Midway, Durham, CA 95938 P.O. Box 364

Main Office (530) 345-1921 J.B.A.C. (530) 345-9804 Fax (530) 345-6243



AFTER SCHOOL PROGRAM (Grades K-5)

Located at Jim Brinson Activity Center (JBAC) ~ 9441 Midway, Durham

Dates: August 14, 2019 - May 28, 2020

Times: Monday - 1:50-6:00 Tue-Fr - 2:50-6:00 Minimum Days - 12:30-6:00

Child's Full Name	M/F	Age/DOB	Grade	FT/PT/Drop-in	PT Days

Parent/Guardian 1

Last	First	MI
Mailing Address	City	State Zip
Daytime Phone	Evening Phone	Email:

Parent/Guardian 2

Last	First	MI
Mailing Address	City	State Zip
Daytime Phone	Evening Phone	Email:

Additional persons authorized to take child from the facility

(Child will not be allowed to leave with any other person without written authorization from parent/guardian)

Name	Address	Phone	Relationship

Additional persons who may be called in an emergency

Name	Address	Phone	Relationship

NOTES/SPECIAL INSTRUCTION:

Parent/Guardian Signature _____ Date _____

DURHAM RECREATION & PARK DISTRICT
AGREEMENT, WAIVER, AND RELEASE
ALL PARENTS/GUARDIANS MUST READ THIS BEFORE SIGNING

In consideration for being permitted by the Durham Recreation and Park District and the Durham Unified School District to participate in the After School Program, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have or which may hereafter accrue to me, as a result of my participation in said activity. This release is intended to discharge in advance the above districts (its officers, employees, and agents) from and against any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above.

It is understood that the above activity may be of a hazardous nature and/or strenuous exercise or activity, and that participants in the above activity occasionally sustain mortal or personal injuries and/or property damages as a consequence thereof. Knowing the risks involved, nevertheless, I have voluntarily applied to participate in said activity, and I hereby agree to assume any and all risks of injury or death and to release and hold harmless the above districts, their officers, employees, and agents. It is further understood and agreed that this waiver, release, and assumption of is to be binding on my heirs and assigns.

I further agree to indemnify and to hold the above districts (their officers, employees, and agents) free and harmless from any loss, liability, damage, cost or expense which I may incur as a result of any injury and/or property damage that I may sustain while participating in said activity.

Parental Consent: (to be completed and signed by parent/guardian if applicant is under 18 years of age.) I hereby consent that the above children may participate in the activity listed, and I hereby execute the above Agreement, Waiver, and Release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the persons harmless from any loss, liability, damage, cost, or expense which they may incur as a result of the death, injury, or property damage that said minor may sustain while participating in said activity.

I HAVE CAREFULLY READ THE ABOVE AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN THE ABOVE DISTRICT AND MYSELF AND SIGN IT OF MY OWN FREE WILL.

SIGNED _____ DATE _____

Please list any allergies (including Bee stings): _____

Initial each item upon agreement:

____ I agree to allow Staff to apply sunscreen on my child(ren) while attending the program

____ I agree to allow Staff to put insect repellent on my child(ren) while attending the program

____ I agree to allow my child(ren) to watch PG movies while attending A.S.P.

____ I hereby grant permission for the D.R.P.D. to use any and all images of my child related to the ASP program during the 2019-2020 sessions for use in its promotions and publications of the ASP program. I further understand that said likeness will not be used for personal or private gain and that said likenesses or comments shall be specifically for exclusive use of D.R.P.D.

DRPD COPY

The Durham Recreation and Park District's After School Program

DAILY LATE PICK UP FEES

It is important that your child is picked up by 6:00 p.m. There may be a late fee of \$5.00 every fifteen minutes after 6:00 p.m. For example, if you do not pick them up until 6:07 p.m., you will owe \$5.00. If they are picked up at 6:17 p.m., you owe \$10.00. This fee was set in place to encourage prompt pick up and to cover over time costs for the staff. Please avoid any late fees by planning have your child picked up on time. If a child is consistently picked up late from the program, the Recreation Supervisor will meet with the parents and try to reach an appropriate solution. If there is no change in the situation and the child continues to be picked up after 6:00p.m., the child may be removed from the program. This step must be taken by the Recreation Supervisor and the District Manager and will be reserved for severe cases.

Initial _____

DROP-IN FEES

A drop in fee of \$13.00/day will apply for all additional days your child attends over and above those days paid for at the time of registration. Payments must be received at the office before your child is picked up on that day. MINIMUM DAY DROP-IN fees are \$20.00/day. They must be paid by 6:00 p.m. the day your child is to attend. Please note: Drop-ins are not guaranteed a space in the program. They will be taken only on days that the program is not full. A call to the office is required to have your child drop in. ***DO NOT DROP YOUR CHILD OFF AT THE PROGRAM WITHOUT CONTACTING THE OFFICE FIRST.*** All days paid for on a drop-in basis must be used on the day specified at the time of payment. Drop-Ins are non-transferable and non-refundable. If a drop in fee is not paid by 6:00pm the day your child attends, future services for you or your child may be suspended until the balance is paid.

Initial _____

PHONE CALL POLICY

Program policy requires that parents call the District Office when their child is not going to attend the After School Program on a regularly scheduled day. This system is in place to assure the safety of your child. When staff does not receive notification of a child's absence, they spend his/her time at the school site interrupting the school office staff to find out if the child was absent from school, finding the child's classroom to see if he/she is there, and waiting longer than usual to see if the child will show up. Due to the confusion that occurs each day at the school site we have the following policy. Parents must notify the DRPD Office by phone or email, before school lets out, that your child will not be attending the After School Program on their regularly scheduled day. If the District Office is not notified in advance, you will receive a phone call from the office staff informing you that your child has not checked in to the program. After a total of three phone calls to you (over the course of the school year) your child could be subject to suspension from the program without refund. Please understand that this policy has been put in place for the sole reason of protecting the safety of your child. We care about them and want to make sure they are safe and where they are supposed to be after school.

Initial _____

I, _____, agree with, understand and will follow all the policies outlined within this packet. I will do all that I can to reinforce acceptable behavior in, _____, my child. I will work with the staff of the Durham Recreation and Park District to ensure a safe and fun program experience for my child and all other participating children.

SIGNED _____ DATE _____

DRPD COPY

The Durham Recreation and Park District's After School Program

Mission Statement

The Durham Recreation and Park District's After School Program was established to meet the needs of children grades K-5 whose parents work during the day or who wish to provide their children with afternoon activities.

The program has the following goals:

- To provide general supervision for children grades K-5 in a safe and fun environment.
- To provide children with positive role models.
- To provide children with a variety of fun after-school activities.
- To encourage group participation among all grade levels.
- To provide a safe place for children to be between the time they get out of school and when a parent or guardian is home from work.

The D.R.P.D. recreation staff consists of up to eight Recreation Leaders. If you or your child has any comments, questions or concerns please feel free to address any staff member. If there is a problem with one of the staff members please contact the Recreation Supervisor at the District office at (530) 345-1921.

Discipline Policy The Durham Recreation and Park District strives to provide your children with a safe and fun environment.

The following is an outline of our discipline policy for inappropriate behavior.

Violation 1: Verbal warning and when possible a brief discussion with child.

Violation 2: Time out (no more than five minutes) and discussion of inappropriate behavior.

Staff member and child work together to identify appropriate alternate behaviors.

Violation 3: The child is sent to the office to discuss the situation and behavior.

Child's Parents are called and notified of the situation and the child may be dismissed from the program for the remainder of the day.

Violation 4: The child is sent to the office for their second time.

Parents will be notified and director/parent conference is scheduled. Parents will be informed when your child is sent to the office. **Three** early dismissals from the program during the year and the child may be suspended from the program for the remainder of the month without any refund.

If unacceptable behavior continues with no sign of improvement, the child will be removed from the program. The Recreation Supervisor and District Manager must approve this step.

List of Unacceptable Behaviors

The following list is not extensive but outlines some behaviors that will not be accepted at the After School Program:

1. Use of vulgar language.
2. Physical or verbal abuse/mistreatment of one child to another.
3. Physical or verbal abuse/mistreatment of a child to a leader.
4. Continued disregard for leader's authority.
 - a. Not following directions.
 - b. Not participating in planned activities.
 - c. Not respecting the leader's authority to give time-outs for unacceptable behavior.
5. Vandalism or stealing of any D.R.P.D. property.
6. Vandalism, stealing, or defacing property of any other child's property. e.g.: Going through another child's back pack or personal belongings.

PARENT COPY

The Durham Recreation and Park District's After School Program

DAILY LATE PICK UP FEES

It is important that your child is picked up by 6:00 p.m. There may be a late fee of \$5.00 every fifteen minutes after 6:00 p.m. For example, if you do not pick them up until 6:07 p.m., you will owe \$5.00. If they are picked up at 6:17 p.m., you owe \$10.00. This fee was set in place to encourage prompt pick up and to cover over-time costs for the staff. Please avoid any late fees by planning to have your child picked up on time. If a child is consistently picked up late from the program, the Recreation Supervisor will meet with the parents and try to reach an appropriate solution. If there is no change in the situation and the child continues to be picked up after 6:00p.m. the child may be removed from the program. This step must be taken by the Recreation Supervisor and the District Manager and will be reserved for severe cases.

DROP-IN FEES

A drop in fee of \$13.00/day will apply for all additional days your child attends over and above those days paid for at the time of registration. Payments must be received at the office before your child is picked up on that day. MINIMUM DAY DROP-IN fees are \$22.00/day. They must be paid by 6:00 p.m. the day your child is to attend. Please note: Drop-ins are not guaranteed a space in the program. They will be taken only on days that the program is not full. A call to the office is required to have your child drop in. ***DO NOT DROP YOUR CHILD OFF AT THE PROGRAM WITHOUT CONTACTING THE OFFICE FIRST.*** All days paid for on a drop-in basis must be used on the day specified at the time of payment. Drop-Ins are non-transferable and non-refundable. If a drop in fee is not paid by 6:00pm the day your child attends, future services for you or your child may be suspended until the balance is paid.

PHONE CALL POLICY

Program policy requires that parents call the District Office when their child is not going to attend the After School Program on a regularly scheduled day. This system is in place to assure the safety of your child. When staff does not receive notification of a child's absence, they spend his/her time at the school site interrupting the school office staff to find out if the child was absent from school, finding the child's classroom to see if he/she is there, and waiting longer than usual to see if the child will show up. Due to the confusion that occurs each day at the school site we have the following policy:

Parents must notify the DRPD Office by phone or email, before school lets out, that your child will not be attending the After School Program on their regularly scheduled day. If the District Office is not notified in advance, you will receive a phone call from the office staff informing you that your child has not checked in to the program. After a total of three phone calls to you (over the course of the school year) your child could be subject to suspension from the program without refund. Please understand that this policy has been put in place for the sole reason of protecting the safety of your child. We care about them and want to make sure they are safe and where they are supposed to be after school.

PARENT COPY

The Durham Recreation and Park District's After School Program

ADDITIONAL INFORMATION

Meeting Location

Children will need to check in with ASP Staff at the 4th and 5th grade playground immediately after school. Staff will wait for all children on the check in list unless we have been notified that the child will not be there. Please remember to contact DRPD when your child will not attend on their regular scheduled days.

Rainy Day Meeting Location

On rainy days, children will check in with ASP Staff under the overhang near the bathrooms on the Durham Elementary School campus (on the 4th/5th grade side of the playground). Staff will wait for all children on the list unless we have been notified that the child will not be there. **Please remember to contact DRPD when your child will not attend on their regular scheduled days.**

Minimum Days

Minimum Day schedule for the After School Program will be from 12:30-6:00pm. If your child is enrolled part time or full time, you will not be charged any additional fees for minimum days.

Drop in clients will pay \$13 for drop in services 12:30p - 3:15p on minimum days.

Drop in clients will pay \$22 for drop in services 12:30p - 6:00p on minimum days.

Payment Policy

The month/week/day your child will be attending must be paid for in advance. Payment may be made at the District Office, or online at www.durhamrec.com, or by phone. Payments are due in full by the date listed. If payment has not been received by the due date, it is considered late and may be subject to a \$10 late fee. If payment has not been received by 5:00pm on the 15th of that month, the child may be dropped from the program. Financial Assistance Valley Oaks Children Services may provide financial assistance to those families that need help with childcare fees. If you or another family that you may know of is in need of financial assistance please contact your local Valley Oaks Children Services office: 3120 Cohasset Road, Ste. 6 Chico, CA (530) 895-3572 www.valleyoakchildren.org

Food & Snack

The After School Program provides a snack to each child each day. We have a wide variety of snack options. It is very important to note on your child's emergency contact form if they have any food allergies. If your child has any food allergies it would be a good idea to pack them something extra in their lunch for our snack break. Snack is not mandatory. If a child is not hungry or does not like the snack choice they are free to decline the snack.

Communication

Email is the primary method of communication between the After School Program and clients.

Regular emails will be sent to keep clients informed of upcoming programs, scheduling changes, reminders, as well as billing. Please make sure that the District has your current email address on file. Please check to make sure that emails from **@durhamrec.com** are not being sent to junk mail.

PARENT COPY

2019-2020 A.S.P. Fee Schedule

<u>Month</u>		<u>Payment Due Date</u>	<u>Full Time</u>	<u>Part Time (3 days)</u>
August	13 days	August 19th	\$95.00	\$75.00
September	20 days	September 5th	\$155.00	\$125.00
October	23 days	October 7th	\$155.00	\$125.00
November	15 days	November 5th	\$120.00	\$95.00
December	15 days	December 5th	\$120.00	\$95.00
January	19 days	January 10th	\$155.00	\$125.00
February	18 days	February 5th	\$155.00	\$125.00
March	22 days	March 5th	\$155.00	\$125.00
April	19 days	April 5th	\$120.00	\$95.00
May	19 days	May 5th	\$155.00	\$125.00

Drop In Fees

2:50-6:00 P.M.

\$13.00/day

Minimum Day

\$22.00/day

*Drop Ins are not guaranteed and will be taken on a space available basis only.

PLEASE CALL FIRST TO CHECK AVAILABILITY

AFTER SCHOOL PROGRAM PAYMENT POLICY: The DRPD After School Program has 48 full-time spots available after which a waiting list will be started. Payments are due in full by the dates listed. If payment has not been received by the due date, it is considered late and may be subject to a \$10 late fee. If payment has not been received by 5:00 pm on the 15th day of that month, the child may be dropped from the program. There will be no After School Programming on school holidays or D.U.S.D. vacation days.

THE AFTER SCHOOL PROGRAM WILL BE CLOSED THE FOLLOWING DATES

<u>Month</u>	<u>Date</u>	<u>Holiday/Vacation Days</u>
September	9/2	Labor Day
November	11/11 and 11/25-29	Veteran's Day / Thanksgiving Break (See "School Break Camps" for more info)
December	12/23-12/31	Winter Break (See "School Break Camps" for more info)
January	1/1 - 1/4 and 1/20	Winter Break & MLK Jr. (See "School Break Camps" for more info)
February	2/14 and 2/17	President's Holiday
April	4/6-4/10 and 4/13	Spring Break (See "School Break Camps" for more info)
May	5/25	Memorial Day