THE AFTERSCHOOL PLAYGROUND PROGRAM 2019-2020 provides opportunities for children to exercise, play and build their self-esteem by strengthening their communication, team building, and socialization skills in a safe, fun, and nurturing environment. Additionally, the study hall offers opportunities for homework completion and educational exploration. The program is designed for children ages 6-12 years old in first through fifth grade and is open to Redondo Beach residents and children attending Redondo Beach elementary schools.

CITY OF REDONDO BEACH
COMMUNITY SERVICES DEPARTMENT
1922 ARTESIA BLVD | REDONDO BEACH | 90278
SHANNON SNEED | PROGRAM DIRECTOR
310-318-0610, x3532
EMAIL: afterschool@redondo.org
www.redondo.org/afterschool
AFTERSCHOOL PLAYGROUND INFORMATION

PROGRAM LOCATIONS
Alta Vista~815 Knob Hill • Beryl Heights~920 Beryl St • Birney~1600 Green Ln • Jefferson~600 Harkness Ln
Lincoln~2223 Plant Ave • Madison~2200 Mackay Ln • Tulita~1520 Prospect Ave • Washington~1100 Lillenthal Ln

OPERATIONS
• Activities take place from 2:30-5:30p.m. when school is in session.
• Extended Hours program from 5:30-6:00p.m. is available for an additional $30/family per 20-day session.
• In addition to the early release dates for Parent Conferences, the Afterschool Program will provide coverage for the early release on Wednesdays, release times vary at each school.
• Child must be enrolled and payment must be current in order to participate in the program.
• Participants must check-in with staff at the designated check-in area.
• A parent or person authorized to pick-up the child(ren) must check-out with staff at the designated check-out area before leaving the program. Authorized person must be 16 or older and be able to provide ID upon request.
• Homework starts at 2:45p.m. Outside play begins shortly after, depending on school location.
• All children must be picked up by 5:30p.m. unless they are registered for the Extended Hours program. In the event that your child is not picked up by 5:30p.m. and you are NOT enrolled in the Extended Hours program ending at 6:00p.m., the Late Fee policy will be in effect starting at 5:31p.m. instead of 6:01p.m. If your child is picked up late more than one time, he/she will be automatically enrolled in the Extended Hours program and will be charged $30/family per 20-day session. The Late Fee policy: There is an additional fee of $15 every 15-minute interval if your child is picked up late, starting at 6:01p.m. Payment is due when the child is picked up.
• If a participant has not been picked up by 6:30p.m. and staff has not been successful in reaching the parent or guardian, then the Redondo Police Department will be called.

WHAT PARENTS NEED TO KNOW
Before parents decide to use the Afterschool Playground Program, they should consider the following:

- The child must check-in with the staff at the designated check-in area. We take no responsibility legal or otherwise for the children until they check-in to the program. Upon leaving, a parent or person authorized to pick-up the child(ren) must check-out with staff at the designated check-out area. The Afterschool Program does NOT handle child custody matters.
- Be sure your child knows what to do in an emergency. Every family should have a plan in the event of a natural disaster.
- Be sure your child is prepared and attired properly for the weather. Children must wear proper shoes at all times.
- This program does not provide snacks so be sure your child has adequate nutrition to sustain them until they arrive home.
- Use of school-issued electronic devices will be at the discretion of the school principal and the recreation staff.
- Please do not allow your child to bring toys, equipment, electronic devices, skateboards, bikes, skateboards, and scooters from home. All necessary equipment is provided by the Playground Program.
- The Afterschool Program does not take responsibility for the storage or security of your child’s possessions.
- The Afterschool Program does not store or dispense medication, with the exception of Emergency Medication (Epi pen). The Emergency Medication form must be completed BEFORE attending the program. The form is online at www.redondo.org/afterschool
- The Afterschool Program provides only ice packs or bandages for minor injuries. For emergencies, the staff will call the Emergency Response Services.
- If your child has a problem with another child, consult the Recreation Leader on duty. Never handle the situation yourself.
- The Community Services Department encourages parents to personally meet their respective playground staff.
- No additional services are provided; the program is not mandated. The City reserves the right to discontinue program enrollment for violation of program policies. All events, activities, policies, and fees are subject to change without notice.
- Recreation staff will make outgoing calls to parents only in emergency situations.

ACTIVITIES
• Guidance and leadership are provided in the areas of games, sports, drama, storytelling, arts & crafts, table games, board games, study activities, movies and special events.
• Activities take place in supervised areas only. Being in an unassigned area without permission can result in participant being dropped from the program.
• All equipment and supplies for these activities are provided by the Community Services Department.
• Activities take place 2:30-5:30p.m. (or 2:30-6:00p.m. in the Ext. Hours program) during regular school day. The Playground Program is closed for school holidays, teacher in-service days, winter break and spring break.
• Recreation Leaders will encourage and assist participants during their homework time (approximately 30 min. to 1 hour). Children who do not have homework will be offered positive, quiet activities during the designated homework time. Recreation staff are not tutors.

SAFE, CLEAN AND GREEN
The Playground Program operates a safe, clean, and green program. This means we value physical and emotional safety. We ask that children get involved in keeping the Afterschool Program a safe place, being courteous and respectful toward others and themselves, and being helpful and nice to others. With these attributes, they are able to have fun in a safe environment. We also value personal responsibility. Children are asked to help keep the Playground Program a clean place. If they make a mess, they clean it up. They also put away the things they play with, such as balls, games, and craft supplies. Through this responsibility, they can have fun in a clean environment. Finally, we value our physical and emotional environment. We ask that children help keep the Afterschool Program green and healthy. Be nice to others, be healthy, and be supportive of others; pick up their trash and trash they see on the ground; put litter in its place and recycle. By doing this, they can have fun taking care of their environment.
In order to make the Afterschool Playground Program safe and enjoyable for all, please discuss the following rules with your child. These rules apply before, during and after the Afterschool Playground Program. A positive discipline system is in effect with appropriate consequences.

GENERAL RULES:
- Respect and obey all adults, including Recreation Leaders.
- Take care of all property and equipment.
- Use common sense. If you think that there is a chance that you or someone else might get hurt, don’t do it!
- Remain in assigned areas.

SPECIFIC RULES:
- No fighting, for play or for real. This includes pulling, shoving, pushing, wrestling, or piling on.
- No throwing rocks or other unsafe objects like sand.
- No profanity.
- No items or toys that do not contribute to safe play.
- No bikes, skates of any kind, skateboards, scooters, or electronic devices on the playground site.

REMEMBER THESE POSITIVE GUIDELINES:
- Talk it over.
- Walk away if it sounds like trouble.
- Say, “I am sorry.”
- Share, take turns.
- Use only kind words towards others.

THE FOLLOWING GUIDELINES WILL BE USED FOR BEHAVIORAL ISSUES:

FIRST OCCURRENCE: Written notice to parents.
SECOND OCCURRENCE: Referral to Recreation Coordinator.
THIRD OCCURRENCE: Suspension from the Playground Program for a period of time. No refunds for suspension or expulsion.

REGISTRATION AND PAYMENT INFORMATION

- Payments are based on monthly or multi-month sessions and are due one week prior to the start of each session. New registrations are accepted mid-session, but will not be pro-rated. Prompt payment is the responsibility of the parent. Notices will be posted at the site. Please refer to chart below for fees and payment due dates.
- Prompt payment is the responsibility of the parent. Notices are posted at the site. We do not send a bill in the mail.
- Late payments received one day after the start of the session are subject to a $30 fee. If payment is not received after one week into the session, the child will not be allowed to attend program until full payment is received.
- No refunds or pro-rated payments are allowed. Refunds for multi-month payments will be taken into consideration. No refunds for suspensions or expulsions.
- Two-week notice in writing prior to start of session is required for cancellations for automatic credit card debit.
- Initial 3-page Registration Form must be sent in PRIOR to participation by email at afterschool@redondo.org, fax at 310-798-8273, mail or in person at the Community Services Department, located at 1922 Artesia Blvd, Redondo Beach, CA 90278. Your first payment of the school year must accompany the REGISTRATION FORMS. Forms are also on-line at www.redondo.org/afterschool. Completed registration forms will not be accepted at school office or at the Afterschool Playground site.
- Once 3-page REGISTRATION FORM is on file, refer to payment schedule listed below for payment due dates. Payments can be made in person at the Community Services Department, by phone, or by mail. DO NOT MAIL LATE PAYMENTS.
- Method of payment accepted: Visa, MasterCard, check and money order. Make all checks or money orders payable to City of Redondo Beach. No cash, partial or incomplete payments will be accepted.
- If you are in financial need, LIMITED Fee Waiver applications are available for REDONDO BEACH RESIDENTS ONLY. Fee Waivers must be approved before using the Afterschool Playground Program and are on a FIRST COME, FIRST SERVED basis. Returning applicants must re-submit the Fee Waiver form and up-dated corresponding documentation for approval. Fee Waivers will take four working days to be approved. Fee Waiver applications must be dropped off in person at the Community Services Department. Visit www.redondo.org/afterschool for required documents to be considered for a fee waiver.
- Program does not cover holidays or non-student days. Camp programs are offered for a separate fee. Refer to www.redondo.org/afterschool for details.
- Registration info is for emergency purposes and will be kept on file at the Community Services office and the school site.
PROGRAM REVIEW

OUR PROGRAM LOCATIONS:
Alta Vista • Beryl Heights • Birney • Jefferson • Lincoln • Madison • Tulita • Washington

OUR DAILY OPERATIONS:
• Open 2:30-5:30p.m. during the regular school year when school is in session.
• Extended Hours program from 5:30-6:00pm is available for an additional $30 per family per 20-day session.
• The Afterschool Program will provide coverage for the early release on Wednesdays, release times vary at each school. Program does not cover holidays or non-student days. Camp programs are offered for a separate fee. Refer to www.redondo.org/afterschool for details.
• Participants must check-in with staff at the designated check-in area. We take no responsibility legal or otherwise for the children until they check-in to program. A parent or person authorized to pick-up the child(ren) must check-out with staff at the designated check-out area before leaving the program.
• Child must be enrolled and payment must be current in order to participate in the program.
• Homework starts at 2:45p.m. Outside play begins shortly after, depending on school location.
• All children must be picked up by 6:00p.m. as Recreation Staff close the facilities and leave promptly. Parents who are late agree to pay the additional late fee, starting at 6:01p.m. In the event that your child is not picked up by 5:30p.m. and you are NOT enrolled in the Extended Hours program ending at 6:00pm.m., the Late Fee policy will be in effect starting at 5:31p.m. If your child is picked up late more than one time, he/she will be automatically enrolled in the Extended Hours program and will be charged $30/family per 20-day session. Excessive late pick-ups will result in child being unenrolled from the program.

HOW CAN I ENROLL:
• INITIAL Registration form must be sent in PRIOR to participation by email at afterschool@redondo.org, fax at 310-798-8273, mail or in person at the Community Services Department, located at 1922 Artesia Blvd, Redondo Beach, CA 90278. Visa, Mastercard, and checks, payable to CITY OF REDONDO BEACH, are accepted. Your first payment must accompany the REGISTRATION FORM. Forms are available on-line at www.redondo.org/afterschool.

HOW DO I MAKE A PAYMENT:
• Once registration form is on file, refer to payment due dates below. Payment can be made in person, by phone with a Visa or MasterCard, or by mail to Community Services Department, 1922 Artesia Blvd, Redondo Beach, Ca 90278. Atn: Playground Registration. We have included the $5 registration fee per person per session in the fee listed below.
• Prompt Payment is the responsibility of the parent. Notices will be posted at the site. We do not send a bill in the mail.
• Payments are based on monthly or multi-month sessions and are due one week before the start of each session.
• Registrations are accepted mid-session, but will not be prorated.
• There is a $30 late fee for payments made one day after the start of the session. Be sure to check the payment schedule.

NEED MORE INFORMATION:
• This flyer, Registration Form, Parent Information & Contract, samples of Calendars and Newsletters, Fee Waiver and DCT Scholarship applications and the School Year Camps flyer are posted at www.redondo.org/afterschool.
• Correspondence can be emailed to afterschool@redondo.org or call 310-318-0610, x3532.

PAYMENT CHART

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Payment due 1 week before start date</th>
<th>Late fee - $30 day after start date</th>
<th>1 child</th>
<th>2 children</th>
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<td>SESSION C</td>
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<td>SESSION D</td>
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<td>ENTIRE YEAR</td>
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Note: We have included the $5 registration fee per person per session in the payment chart.

In comparison to paying the monthly fee, here is an example of what you save by paying for multi-month sessions or the entire year:

Two-month session: 1 child-$60 2 children-$80 3 children-$90
Three-month session: 1 child-$85 2 children-$125 3 children-$135
Entire Year: 1 child-$345 2 children-$435 3 children-$465
The City of Redondo Beach is offering camps to coincide with the 2019-2020 RBUSD elementary school non-student days. Children ages 6-12 will have the opportunity to play and exercise in a safe, fun, and nurturing environment. Activities include indoor and outdoor games, contests, special events, arts-n-crafts, and water play when appropriate. Holidays, teacher in-service days, and trimester breaks are not covered.

Redondo Beach School Break Camps
Ages 6-12 * Teen Center, 2301 Grant Avenue * 8:00 a.m.-6:00 p.m.

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<th>Day</th>
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<th>Price</th>
<th>Class #</th>
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<tr>
<td>Tuesday</td>
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<tr>
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<td>M/Th/F</td>
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<tr>
<td>Thursday</td>
<td>1/2</td>
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<tr>
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**FIELD TRIP TO KNOTT’S BERRY FARM**

Camps and themes are subject to change and/or cancelation. Refer to registration page online for refund policy.

For More Info:
- **Phone**: 310-318-0610, x3460
- **To Register**: ON-LINE: www.redondo.org/classes
- **Parent Packet**: www.redondo.org/afterschool

Camph staff are Afterschool Recreation Leaders!