



# Parent Guide 2018-2019



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## **Table of Contents**

After school REC Information, Rules & Regulations	3
After school REC Late Pick-up Policy	6
The Extended Care Walking Program	7
Walking route for Pacific Elementary	8
Walking route for Grand View Elementary	9
Walking route for Meadows Elementary	10
Walking route for Pennekamp Elementary	11
Walking Program Release of Liability Form	12

# **AFTERSCHOOL REC INFORMATION, RULES & REGULATIONS**

## **RULES FOR PARTICIPANTS**

1. Participants must listen to directions from recreation staff and volunteers.
2. Physical fighting or intentionally causing physical or emotional harm to anyone will not be tolerated.
3. Participants must keep their hands to themselves.
4. Profanity, inappropriate language, behavior, or gestures are prohibited.
5. Participants must respect camp property and supplies, as well as other participants' property.
6. Stealing, cheating, or lying will not be tolerated.
7. Participants must stay in assigned areas.
8. Damaging or defacing of property (including facility, park and personal property) will not be tolerated and will be dealt with accordingly.
9. Absolutely NO SODAS, MONSTERS, RED BULL, OR CAFFEINATED DRINKS ALLOWED. Water and sports drinks (such as Gatorade), fruit juice, and milk are acceptable.
10. Personal electronics are not allowed on Afterschool REC sites.

## **DISCIPLINARY PROCEDURES**

Following Afterschool REC policies ensures each participant's experience is positive within a safe, clean, green, and wholesome environment. When a policy or rule is broken, a Consequence Form will be given detailing the offense and disciplinary action or consequence. Once a Consequence Form is issued, it must be signed and returned the next day. Four (4) Consequence Forms will result in expulsion from Afterschool REC. Depending on the severity of the offense, The City of Manhattan Beach has the right to suspend or expel a participant from the program, even if it is the child's first offense. Refunds are NOT given for suspensions or expulsions.

## **DAILY ACTIVITIES & HOMEWORK**

A daily schedule will be made and displayed each day at the Afterschool REC site. Upon arrival, participants are provided an opportunity to complete homework. REC staff will assist as necessary; however, it is not their responsibility to ensure homework is completed before participants leave the program.

After 4:00PM, our main focus is recreation-based activities. Participants who need more time with homework may do so on their own while REC staff lead recreational activities with the other participants. There will not be an assigned staff member to assist with homework during this time.

### **Homework Expectations:**

- **Your child is responsible for bringing his/her homework assignments to the program.** Your child is solely responsible for knowing which assignments must be completed on which days, and for bringing textbooks, worksheets, workbooks, etc.
- **Your child is responsible for completing all assignments.** Your child is solely responsible for completing required assignments and reading. REC staff will only correct and check off those assignments that have been completed entirely. If your child is having a hard time on their homework and needs help, it is their responsibility to ask for help from the REC staff.
- **Your child must do his/her own work.** We do not tolerate cheating or copying.

Children who do not have homework will stay where the staff can see them and may be required to stay inside to engage in a quiet, unobtrusive activity.

If you have special instructions for your child(ren) regarding homework completion while at Afterschool REC, let the REC staff know. Both homework and outdoor, physical activities are our priorities. We want all of our participants to have time to run around, play, and socialize in addition to finishing their work.

## **SIGN IN/SIGN OUT**

Parents/guardians should list every adult authorized to pick up their child at the time of registration. If you wish to add

an authorized pick up please do so in your online profile as well as notify the REC staff. Participants will sign-in upon arrival at the Afterschool REC site. Once a participant signs in, he/she is considered to be part of the program for that day. Only authorized adults will be allowed to sign out participants. If a participant leaves the Afterschool REC site without permission, he/she will be expelled from the program for one week, per occurrence.

### **VISITATION & COMMUNICATION**

Afterschool REC has an “open door” policy for the parents/guardians of all participants; however, a large part of the REC experience is developing a sense of independence, which can be disrupted by visits. We request parents/guardians to notify the supervisor one (1) day in advance prior to visiting. We also request that parents/guardians only call to speak to their child(ren) in the event of an emergency. The telephone at the Afterschool REC site is only used for emergencies and official business. Parents/guardians must notify staff if their address or phone number changes.

### **CELL PHONE POLICY**

Cell phone use by participants is prohibited. We will immediately confiscate any cell phone in a participant’s possession and return it to a parent or guardian at the end of the day. Parents/guardians are advised to call the park if there is an emergency.

### **ATTIRE**

Participants are required to wear closed toe shoes every day. As the weather changes, participants will also be required to bring a sweatshirt or jacket.

### **SNACKS**

Parents/guardians are encouraged to pack afternoon snacks for their child(ren), especially for those with specific dietary needs. Every afternoon snacks may be offered. **PLEASE NOTIFY RECREATION STAFF OF SPECIAL DIETARY RESTRICTIONS AND FOOD ALLERGIES.** (This can also be done on your online City MB profile.) Donations of snack items are appreciated. Ask staff for details.

### **FIRST-AID & ILLNESS**

Staff will NOT administer any medication. The child, parent/guardian, or a designated caregiver will be responsible for administering any medications at appropriate times.

All REC staff members are certified in First-Aid & CPR and trained to treat minor injuries. If your child receives a more serious injury, REC staff will take whatever steps are necessary to obtain emergency medical care if warranted. If we cannot contact you, or your child needs immediate attention, we will call 911.

If your child is exhibiting any sign or symptoms of illness, please be considerate to others by keeping your child at home. If a child becomes ill (especially with, but not limited to fever or vomiting), parents will be contacted immediately to pick up the child. If the parent(s) cannot be reached, REC staff will contact someone on the child’s authorized list.

### **MOVIE DAYS**

Most screened movies are rated “G.” Some prescreened rated “PG” movies may be shown. If a “PG” movie will be shown, the name of the movie will be posted in advance. If parents do not want their children to watch a movie, recreation staff will provide an alternative activity during that time.

### **LOST AND FOUND**

City of Manhattan Beach is not responsible for lost, stolen or damaged items. Lost items will be held for one week, then taken to a donation center. Please label all items brought to Afterschool REC sites.

### **SEPARATED OR DIVORCED PARENTS/GUARDIANS**

Parents/guardians that are separated or divorced will need to provide copies of a signed court order if there are any restrictions regarding their child(ren). Without a signed court order, staff will be required to release the child(ren) to

either parent/guardian or authorized adult(s) to pick up the child(ren). REC staff are not allowed to give out copies of documents. Any related issues will be discussed with whomever picks up the participant that day. Any written material mailed from the City of Manhattan Beach will be mailed to the individual that paid for the child(ren)'s registration. REC staff will immediately contact the Manhattan Beach Police Department for any violations of custody agreements on record.

### **REC PROGRAM BATHROOM SUPERVISION POLICY**

The Bathroom Supervision Policy ensures the safety and privacy of children in the REC program. It is designed to protect children proactively from unsafe situations OR peer-on-peer abuse and provide direction to staff to insure safety of children and themselves.

1. Regular bathroom trips should be made in order to reduce the need for "emergency" trips. A staff member must accompany groups to the bathroom to ensure appropriate and safe use. At no time may a child or a group of children go into the bathroom without a staff member's supervision.
2. When using the bathrooms that are available in the public park, a staff member must confirm the bathroom is empty before allowing a child to enter. (If a staff member is of the opposite sex, they will step one foot in the door and in a loud voice ask, "Is there any one in here?" if no response is given staff may proceed and child may enter. At no time shall a staff member or a member of the public be in the bathroom alone with a single child. The staff member is to be outside the door to prevent anyone else to enter the bathroom.
3. At no time shall two or more children be in the bathroom without staff supervision. In a situation where there are two or more children, a staff member of the same sex shall go into the bathroom area (NOT STALL) with the children (of the same sex.) All children and staff will exit the bathroom at same time

# AFTERSCHOOL REC LATE PICK-UP POLICY



Afterschool REC closes at 6:00PM. A late fee will be charged beginning at 6:01PM. The late fee is **\$10.00 per child** for every ten minute interval or portion thereof that the child remains with REC staff after 6:00PM. The clock at the Afterschool REC site is used to determine the time.

Time	Fee Per Child
6:01 PM - 6:10 PM	\$10
6:11 PM - 6:20 PM	\$20
6:21 PM - 6:30 PM	\$30

For example: A child picked up at 6:16PM warrants a \$20.00 late fee. Two children picked up at 6:09PM warrants a \$10.00 late fee per child, for a total of \$20.00.

If a participant is picked up late on three (3) occasions, it will be grounds for suspension from Afterschool REC until arrangements can be made to ensure that the participant is picked up on time thereafter.

Payment of late fees may be in the form of cash or a check payable to the City of Manhattan Beach, with "Afterschool REC" specified in the memo. A receipt will be issued for all late fee payments. If payment is not submitted at the time of the late pick up, it must be submitted within 24 hours. Payments not made will be grounds for suspension from Afterschool REC.

**If a participant has not been picked up by 6:30 p.m. and there is no answer on any of the phone numbers listed for that child, the Manhattan Beach Police Department will be notified, as required and instructed by the Department of Social Services. The number for the Police Department front desk is (310) 802-5140 and MB Dispatch can be reached at (310) 545-4566.**

Emergencies called in by telephone will be taken into consideration.

# THE EXTENDED CARE WALKING PROGRAM



## How to report an absent child:

If your child is absent from school, you must notify the REC staff by leaving a voicemail or a text message by noon on the day of each absence.

<i>SAMPLE:</i>
<b>Name of child:</b> John Smith
<b>Grade.</b> 3rd
<b>Date of the absence.</b> 1.2.2014

By giving the staff this information, we will be more efficient and we will not have to wait for children that are not walking for that day. Below are the numbers listed to reach staff.

Meadows School	310-877-0516	Manhattan Heights Park Supervisor: Kailey Armijo	310-318-0806 <a href="mailto:karmijo@citymb.info">karmijo@citymb.info</a>
Pennekamp School	310-877-0511	Live Oak Park Supervisor: Julia Marin	310-802-5423 <a href="mailto:jmarin@citymb.info">jmarin@citymb.info</a>
Pacific School	310-877-0503	Afterschool REC Supervisor David Ibarra:	310-802-5419 <a href="mailto:dibarra@citymb.info">dibarra@citymb.info</a>
Grandview School	310-877-0509		
<b>Pennekamp &amp; Meadows School children go to Manhattan Heights Park</b>			
<b>Pacific &amp; Grand View School children go to Live Oak Park</b>			
<i>(Please remember to add Manhattan Beach Parks and Recreation Staff to your child's emergency card.)</i>			

## Please note:

- Staff will *not* call or text back.
- Staff will *not* talk on the phone while walking with the children.
- The REC phone may *not* be used for children to call home, to make a play dates or for parents to talk to their child. This is a tool that is being used to minimize errors for pick up purposes.

## Failure to notify the Afterschool REC staff of an absence:

A warning will be given of the 1<sup>st</sup> and 2<sup>nd</sup> occurrence, after which there will be a **\$10.00** fee per occurrence. Emergencies and unforeseen circumstances will be taken into consideration. You can pay the staff onsite with cash or check and a receipt will be issued.

## Meeting Place and departure:

Remind your child to go directly to the meeting place after their bell rings. REC staff will wait until everyone is accounted for. It is the responsibility of the staff to leave in a timely manner. Late arrivals and/or unexpected absences can delay departure time as well as home work time.

**PLEASE talk to the REC staff at your park if you have any questions or special circumstances regarding to walking program.**



# Walking Route from Grand View Elementary to Live Oak Park



	Meeting Spot: Upper playground by the basketball courts.		Live Oak Park
	Walking Route		Grand View Elementary School
	Afterschool REC Program		

**Grand View Walking Staff**

(310) 877 - 0509

\*If your child is absent or will not be walking that day, please text the staff by noon so staff is not waiting for them.\*

# Walking Route from Meadows Elementary to Live Oak Park



★ Meeting Spot: 1st, 2nd and 3rd graders meet at the upper playground by the play structure. 4th and 5th graders meet at the top of the ramp that leads down into the lower playground.

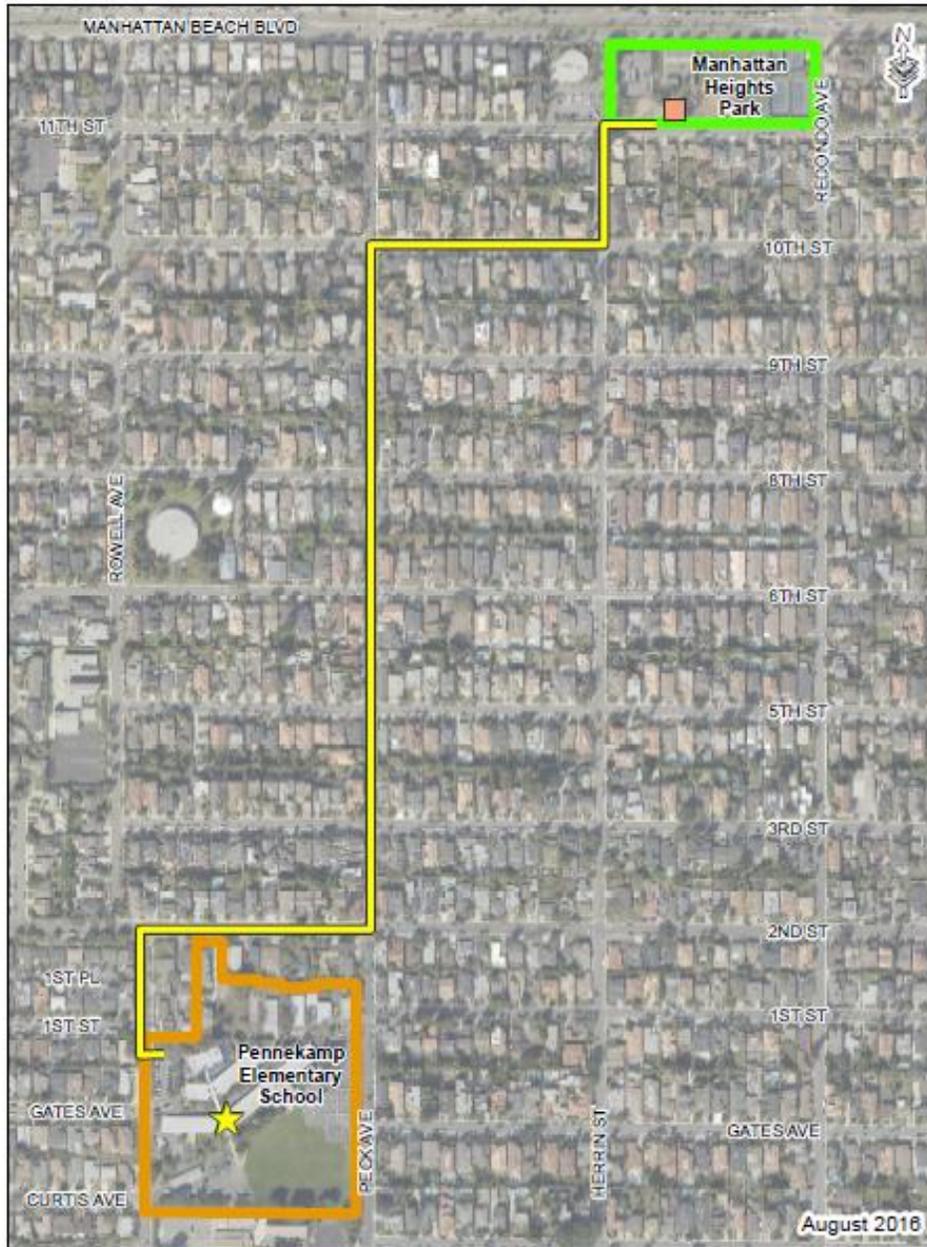
- ~ Walking Route
   Manhattan Heights Park
- Afterschool REC Program
   Meadows Elementary

## Meadows Walking Staff

(310) 877 - 0516

\*If your child is absent or will not be walking that day, please text the staff by noon so staff is not waiting for them.\*

# Walking Route from Pennekamp Elementary to Live Oak Park



<p> Meeting Spot: Teacher's Lounge Patio, outdoor area.</p> <p> Walking Route</p> <p> Afterschool REC Program</p>	<p> Manhattan Heights Park</p> <p> Pennekamp Elementary School</p>	<p><b>Pennekamp Walking Staff</b></p> <p>(310) 877 - 0511</p> <p><small>*If your child is absent or will not be walking that day, please text the staff by noon so staff is not waiting for them.*</small></p>
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# WALKING PROGRAM RELEASE OF LIABILITY FORM 2018-2019

Participation in **Afterschool REC** - involves participation in a variety of physical activity including but not limited to walking, games, sports, park equipment, and water sports. Injury to the back, neck, arms, legs, joints, as well as sprained muscles, bruises and more serious injury is possible. These are inherently dangerous activities with a significant risk of injury. In applying for my child to participate I assume the risk of these activities including any and all injuries which may ensue. In consideration of acceptance of my child's entry to **Afterschool REC/Walking Program**, I waive any and all claims for my child and my heirs against officials or sponsors of the **Afterschool REC, the City of Manhattan Beach, Manhattan Beach Unified School District**, its officers, agents, volunteers and employees for any claims, demands, injuries, illness, damages, or actions to my child or property arising out of or in connection with or which may directly or indirectly result from my child's participation in these events. I hereby hold the City of Manhattan Beach, its employees and agents, and the sponsors and operators of **Afterschool REC/Walking Program** harmless from all claims which may be brought against them by my child, myself, on my behalf or by any third party for any such injuries or claims aforesaid. I further state that my child is in proper physical condition to participate in this program **Afterschool REC/Walking Program**. **Signing up for the Afterschool REC signifies understanding of all program rules and regulations.**

DATE: \_\_\_\_\_

CHILDS NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

CHILDS NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

SCHOOL CHILD ATTENDS: \_\_\_\_\_

GUARDIANS NAME: \_\_\_\_\_

GUARDIANS SIGNATURE: \_\_\_\_\_

**REMEMBER PARENTS: YOU NEED TO ADD THE PARKS AND RECREATION STAFF TO YOUR CHILDS EMERGENCY FORM AT SCHOOL**



