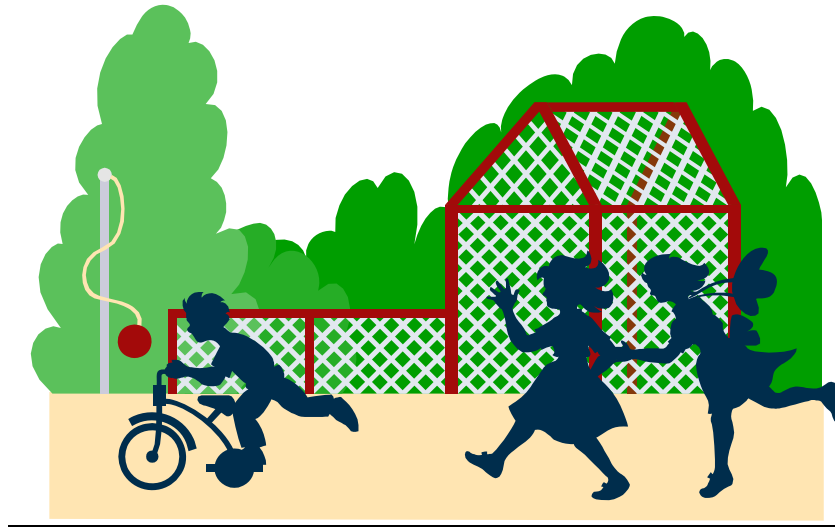




Alameda Recreation and Park Department
2226 Santa Clara Ave, Alameda, CA 94501
Phone: (510) 747-7529 Fax: (510) 747-7566
www.ci.alameda.ca.us/arpd

2009-2010
RECREATION AFTERSCHOOL
PROGRAM
(RAP)
PARENT HANDBOOK



Tax I.D. #94-6000288

Welcome to Alameda Recreation and Park Department's Recreation Afterschool Program (RAP)!

We are delighted that your child will be participating in **RAP**. This program is designed to provide boys and girls in the **1st through 5th grades** with a variety of closely supervised recreational activities on weekday afternoons. The goals of the program are to help children discover and explore new recreational interests, encourage participation, and provide supervised social opportunities. The following information will answer many of your questions. For additional information or clarification, please contact the **RAP** Program Coordinator in the Alameda Recreation and Park Department at (510) 747-7529.

STANDARD OF CARE

- Alameda Recreation and Park Department prides itself on employing staff that is well trained, customer friendly and prepared to implement a program that is consistent with the City's mission and the goals developed for each program.
- **RAP** Staff are trained Recreation Leaders. Staff are hired based on their experience working with children and are certified in CPR and First Aid.

SAFETY

Your child's safety is extremely important. We require **RAP** participants to walk with Staff to **RAP** sites. **RAP** participants must obey all Staff instructions and traffic rules while en route to their sites. Those who have **bicycles or scooters must walk** them and stay with Staff.

LOCATIONS

IMPORTANT - IMPORTANT - IMPORTANT
*A minimum of 10 students must be registered at a school in order to
be a RAP Pick-Up Site*

The **RAP** program is provided for **1st through 5th grade students** at the following:

<u>SCHOOL</u>	<u>RAP SITE</u>
Bay Farm.....	Tillman Park (220 Aughinbaugh Way, Bay Farm Island)
Bay Farm.....	Leydecker Park (3225 Mecartney Road, Bay Farm Island)
Earhart.....	Leydecker Park (3225 Mecartney Road, Bay Farm Island)
Edison	Lincoln Park (1450 High Street)
Franklin	Franklin Park (1432 San Antonio Avenue)
Haight.....	Littlejohn Park (1401 Pacific Avenue)
Lum.....	Franklin Park (1432 San Antonio Avenue)
Otis.....	Lincoln Park (1450 High Street)
Paden.....	Washington Park (740 Central Avenue)
Ruby Bridges	Bayport Park (301 Jack London Avenue)
Washington	Washington Park (740 Central Avenue)

RAP participants must meet RAP Leaders **as soon as school is dismissed** (and this includes modified school days) at the following locations:

<u>SCHOOL</u>	<u>MEET RAP LEADER AT:</u>
Bay Farm.....	Front of School Office; Flagpole
Earhart.....	Under Trees / Grass Field By Driveway
Edison	Woodchip Playground Yard / Picnic Table
Franklin.....	Front of School; Flagpole
Haight.....	Grass Field - Back Of School
Lum.....	Front of School Office
Otis.....	Picnic Tables on Playground
Paden.....	Front Steps
Ruby Bridges	Front of Media Center; Flagpole
Washington	Front Office Steps on Taylor Street

Reminder: RAP Staff are not able to return back to school to pick up late children. No special arrangements can be made to accommodate children who are late coming back from field trips, attending after school enrichment programs, or detention.

REGISTRATION PROCEDURES

To register for RAP, please come to the Recreation and Parks Office, 2226 Santa Clara Avenue, Alameda (Santa Clara Ave & Walnut St), Monday through Friday, 8:30 a.m. to 5:00 p.m. Registrations are taken on a first-come, first-served basis. **Online registration for RAP is not available due to complex registration procedures.** Registrations and fees will not be accepted at school. RAP information and registration forms are also available online: www.ci.alameda.ca.us/arpd

Registration forms and fees must be submitted **48 hours in advance** before your child is picked up by RAP Staff.

DAY CHANGES

On the registration form, you must specify the days of the week RAP will pick up your child. These days will remain the same for the full session unless you pay the **\$15 administrative fee** to change them.

EXTRA DAYS (2 OR 3 DAY PROGRAM PARTICIPANTS)

You may add additional pick-up days (outside of your regular days). You **CANNOT** swap any regular day(s) for any extra day(s). There is a **\$15 per day charge**, which must be paid in full **48 business hours in advance** of the date needed.

PAYMENTS

RAP fees are due when registering your child; we must receive either the single payment or the split payment at the time of registration. Siblings must pay the same fees. **THERE ARE NO REFUNDS, CREDITS OR MAKE-UPS FOR DAYS MISSED.** If each parent is paying a portion of the RAP fees, they will need to pay at the same time in order to be charged the single payment fee; otherwise,



each parent will be charged the split payment fee.

PAYMENT INFORMATION

Payment reminders will be posted at **RAP** sites a week before payment is due. Your spot in **RAP** is only guaranteed if payments are made by their due dates (listed below). **PAYMENT REMINDERS WILL NOT BE SENT HOME.** It is the client's responsibility to adhere to the listed payment due dates. *Please note: You do not have to wait until the due date to make your payments.* You may pay them anytime between your initial registration and the due date.



FALL SESSION: August 31 to December 18, 2009



Single Payment Due:	Thursday, August 27th
1st Installment Due:	Thursday, August 27th
2nd Installment Due:	Thursday, October 22nd

PAYMENTS MADE AFTER DUE DATES WILL BE SUBJECT TO A \$30 LATE CHARGE. WE CANNOT GUARANTEE THAT YOUR CHILD WILL BE PICKED UP FOR RAP IF YOU MAKE PAYMENTS AFTER DUE DATES. WE NEED 48 HOURS TO ENSURE THAT OUR STAFF HAS THE PROPER NOTIFICATION THAT YOUR CHILD IS ENROLLED IN OUR PROGRAM.

5 DAYS/WEEK:

Single Payment: \$640	1st Payment: \$350
	2nd Payment: \$350

3 DAYS/WEEK:

Single Payment: \$425	1st Payment: \$243
	2nd Payment: \$243

2 DAYS/WEEK:

Single Payment: \$300	1st Payment: \$180
	2nd Payment: \$180



WINTER SESSION: January 4 to March 19, 2010



Single Payment Due:	Friday, December 18th
1st Installment Due:	Friday, December 18th
2nd Installment Due:	Thursday, February 11th

PAYMENTS MADE AFTER DUE DATES WILL BE SUBJECT TO A \$30 LATE CHARGE. WE CANNOT GUARANTEE THAT YOUR CHILD WILL BE PICKED UP FOR RAP IF YOU MAKE PAYMENTS AFTER DUE DATES. WE NEED 48 HOURS TO ENSURE THAT OUR STAFF HAS THE PROPER NOTIFICATION THAT YOUR CHILD IS ENROLLED IN OUR PROGRAM.

5 DAYS/WEEK:

Single Payment: \$530	1st Payment: \$295
	2nd Payment: \$295

3 DAYS/WEEK:

Single Payment: \$345	1st Payment: \$203
	2nd Payment: \$203

2 DAYS/WEEK:

Single Payment: \$240	1st Payment: \$150
	2nd Payment: \$150

STAFF RATIO

A minimum ratio of 1 staff person per 14 children will be maintained at all times. Staff will supervise children's participation in all aspects of the program.

ABSENCES

On days when your child will be absent from **RAP**, please notify the Recreation and Parks Office, **(510) 747-7529, before 12:00 noon**. Specifically ask that a note be left in the **RAP** box. **Refunds, credits or make up days will not be given for missed days.** **RAP** Staff cannot accept the word of the child.

AFTER SCHOOL ACTIVITIES/SCHEDULES

On days when your child has an after school activity of any kind (enrichment, late return from a field trip, detention, etc.) your child will not be picked up by the **RAP** staff. **RAP** staff cannot wait for your child as they must return to the park. If your child will be dropped off at **RAP** after the conclusion of their program, it is the parent's responsibility to make those arrangements. Please notify the Recreation and Parks Office, **(510) 747-7529, before 12:00 noon**. Specifically ask that a note be left in the **RAP** box. **Refunds, credits or make up days will not be given for missed days.**

PICKING UP CHILDREN

Parents or designated adults must pick children up by **5:30 p.m.** Children may walk or bike home if parents have indicated they have permission on the registration form, including departure time.

NOTE: Once a child signs himself/herself out, he/she may not return to RAP. They are checked out for the day. Changes in pick-up arrangements must be communicated through the Alameda Recreation and Park Department main office (510) 747-7529.

STARTING AT 5:31 P.M., A LATE FEE OF \$1 PER MINUTE PER CHILD WILL BE CHARGED FOR LATE PICK-UPS PAYABLE THE SAME DAY INCURRED. FOR THE SAFETY OF THE CHILD, THE POLICE WILL BE CONTACTED IF YOUR CHILD IS NOT PICKED UP BY 6:00 p.m.

RAINY DAYS

RAP participants (except for Franklin/Franklin and Bay Farm/Tillman) will remain at the school site on very rainy days unless there is a break in the weather. They should dress appropriately for wet or cold weather. If you do not want your child to attend **RAP** on a particular day due to weather, be sure to let the **RAP** Leader know by leaving a message with the school office and the Recreation and Parks Office, **(510) 747-7529 before 12:00 noon**. If parents are not sure where to pick up their child on days of inclement weather, call the Recreation and Parks Office **after 4:30 p.m. at (510) 747-7529.**



HOLIDAYS

RAP does not meet on the following Alameda Unified School District (AUSD) Staff Development Days, Public School Holidays or Legal Holidays:

October 30, 2009	Staff Development Day
November 11, 2009	Veterans' Day Holiday
November 25-27, 2009	Fall Break
December 21, 2009 - January 1, 2010	*Winter Break
January 18, 2010	Martin Luther King Jr. Holiday
February 12, 2010	Lincoln's Day Holiday
February 15, 2010	President's Day Holiday
April 5-9, 2010	*Spring Break
May 31, 2010	Memorial Day Holiday

*We will have camps available during the week-long breaks that are **NOT PART OF RAP**. Separate registration forms and payment are required and will be available in the Alameda Recreation and Park Department (2226 Santa Clara Ave, Alameda, CA 94501) or download forms from www.ci.alameda.ca.us/arpd.

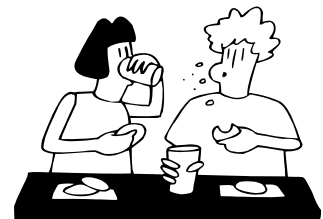
EMERGENCIES

Every RAP participant must have a completed registration form listing an emergency contact person and phone number and a completed medical treatment consent form. To contact your child at:

- Bayport Park.....TBD
- Franklin Park(510) 522-3132
- Leydecker Park.....(510) 521-1266
- Lincoln Park(510) 523-6222
- Littlejohn Park(510) 523-1510
- Tillman Park(510) 521-8307
- Washington Park(510) 521-0162

SNACKS

A snack will be provided each day. This is not intended to be a meal, so if your child(ren) would like more than what RAP provides, please send them with extra snacks. Please inform Staff if your child has any allergy or food problems. **Should your child have a severe food allergy,** you may wish to provide a snack for your child.

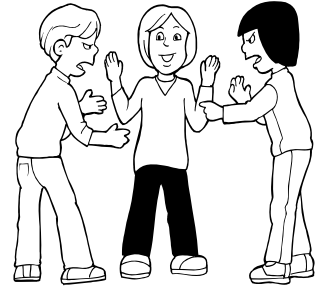


HOMEWORK

It is **NOT** the RAP Leaders' responsibility to provide one-on-one tutoring for your child or to ensure that homework is completed by the time the child is picked up or leaves for the day. However, a homework area will be provided for children to use.

BEHAVIOR

Participants are expected to follow Staff directions, show respect for other children and the park. Children must use equipment and supplies appropriately and safely. Behavior problems will be handled using a progressive discipline procedure. This may include warnings, time-outs, phone calls to parents, suspension and/or expulsion from the program. Each incident will be handled on a case-by-case basis and staff will determine discipline appropriate to the incident.



LOST AND FOUND

Each site will have a *Lost and Found Container*, which will be emptied on a monthly basis. Should your child lose an item, please check with your Recreation Leaders to see if it has been turned in. The Alameda Recreation and Park Department is not responsible for any lost or stolen items. *Please do not bring any electronic, valuable, or sentimental items to **RAP**.*

Thank you for your interest in our **RAP** after school care program. We hope your child enjoys his/her experience this year!

Revised - July 27, 2009