

YIPPEE!!!



Alameda Recreation and Park Department  
(510) 747-7529—arpd@alamedaca.gov

2018-2019

# RECREATION AFTERSCHOOL PROGRAM (RAP)

Our Supervised Recreation After School Program for Boys and Girls who are enrolled in All-Day Kindergarten through 5th Grades for the following schools:

- ♦ Bay Farm
- ♦ Edison
- ♦ Haight
- ♦ NEA
- ♦ Paden
- ♦ Earhart
- ♦ Franklin
- ♦ Maya Lin
- ♦ Otis
- ♦ Ruby Bridges



## RAP LOTTERY REGISTRATION DATES:

THURSDAY, MAY 17

TO THURSDAY, MAY 31, 2018

**Open Registration For Remaining Spots Starts July 9, 2018**

### IMPORTANT:

*Before RAP Program can begin at a school site, we must have 8 students registered. If we do not meet our minimum number, there is a possibility that our RAP Program for that school may be cancelled or delayed.*

To give everyone an opportunity to participate in our very popular program, ARPD will be conducting a LOTTERY for potential RAP participants for school year 2018-19. **ALL NEW AND RETURNING PARTICIPANTS** may fax, e-mail, mail or drop-off a **COMPLETED RAP Registration form with payment** to ARPD's Main Office between MAY 17-31, 2018.

### PLEASE NOTE:

- ♦ Due to a number of Kindergarten-Only Early Dismissal Days (11:40 a.m.), Kindergartners will be charged a higher RAP fee for the Fall and Winter Sessions Only.
- ♦ RAP LOTTERY DRAW WILL TAKE PLACE DURING THE WEEK OF JUNE 4TH. Your RAP registration and payment will be processed and charged. Receipts will be e-mailed to parents by July 6th.
- ♦ **ONLY THOSE WHO ARE PLACED ON A WAITING LIST WILL BE NOTIFIED BY ARPD ONCE THE LOTTERY PULL IS COMPLETED.**
- ♦ All remaining spaces will be open for registration starting on July 9th.

### HOW DO WE REGISTER FOR RAP?

- ♦ **Mail** or **Drop Off** completed RAP form with payment (Single or 1st Installment Payment) to: Alameda Recreation and Park Department, 2226 Santa Clara Ave, Alameda, CA 94501 (make checks payable to ARPD)
- ♦ **E-mail** completed form with American Express, Discover, MasterCard or VISA to arpd@alamedaca.gov
- ♦ **Fax** completed form with American Express, Discover, MasterCard or VISA to (510) 523-4071
- ♦ Online and phone registration are not available for RAP
- ♦ *Single payment will be charged unless you indicate on the form that you wish to pay the 1st Installment Payment*

Incomplete registrations will delay processing. Any forms received before May 17th or after May 31st will be processed after those received during the lottery.

Once we have your completed RAP form on file, you may make your payments over the phone, (510) 747-7529, with your credit card throughout the school year.

### Need Financial Assistance?

*A limited number of partial scholarships are available for Alameda residents only. To qualify, complete a Fee Assistance Request Form from ARPD and allow a minimum of three (3) weeks to process your request.*

## **WHAT DO WE DO AT A RAP SITE?**

- ◆ Daily Snack
- ◆ Games
- ◆ Arts & Crafts
- ◆ Cooking
- ◆ Sports
- ◆ Outdoor activities (weather permitting) in a supervised, safe environment



## **WHERE DO WE MEET OUR RAP LEADERS?**

Meet your RAP Leaders at the pre-designated pick-up areas at the school. All participants will walk back to the park as a group with the RAP Leaders.

## **WHEN DOES RAP MEET?**

RAP meets every school day at dismissal time, including modified or early dismissal school days and ends at 5:30 p.m. ***THERE IS NO RAP CARE ON SCHOOL HOLIDAYS OR NON-SCHOOL DAYS.***

Once RAP Staff leaves school grounds for their park site, they cannot return to school for late kids (i.e. field trips, enrichment, etc.). RAP fees **DO NOT** cover cost or enrollment for any non-school vacation camps. (Camp enrollments require separate forms and fees).

Any kids with bikes, scooters, skateboards or roller blades **MUST walk or carry** them and obey all traffic laws on the way to the park. Be sure your child is dressed appropriately for the weather.

<b><u>SCHOOL</u></b>	<b><u>RAP SITE</u></b>	<b><u>MEET YOUR RAP LEADER AT:</u></b>
Bay Farm .....	Tillman Park.....	Front of school office at flagpole
Earhart .....	Leydecker Park .....	Grass field near driveway entrance
Edison.....	Lincoln Park.....	Picnic tables near Playground
Franklin.....	Franklin Park .....	Front of school at flagpole
Haight.....	Franklin Park .....	Front of school
Maya Lin .....	Washington Park ....	Front steps on Taylor Avenue
NEA.....	Bayport Park.....	Front of school office
Otis .....	Lincoln Park.....	Picnic tables near portable classrooms
Paden .....	Longfellow Park .....	Front steps near flagpole
Ruby Bridges .....	Bayport Park.....	Front of media center at flagpole

## **CHILDREN WITH SPECIAL NEEDS**

Registrations for children requiring special attention are reviewed on a case-by-case basis with the Program Supervisor. Be sure to provide as much detail as possible including any physical or emotional needs or medications involved. Note that ARPD Staff do not receive specialized training for various special needs participants, but will work with individuals as appropriate to provide a positive experience.

## **ABSENCES/NON-SCHOOL DAYS**

You must contact ARPD if your child will not attend RAP for any reason. **YOU MAY EITHER CALL 510-747-7529 EXT. 1 OR JUST SEND AN E-MAIL TO arpd@alamedaca.gov BY 12:00 NOON.** Failure to notify RAP of an absence on a scheduled RAP day will result in Alameda Police Department conducting a search for your child which will result in a \$15 service fee. Fee must be paid within 24 hours of the incident. **NO REFUNDS, CREDITS OR MAKE-UPS ARE ALLOWED FOR ANY DAYS YOU MISS.**

**LATE PICK UPS** - All participants must be picked up by 5:30 p.m. **Starting at 5:31 p.m., a late fee of \$1.00 per minute will be charged for late pick-ups payable that day.** If you are more than 30 minutes late, we will contact the Alameda Police Department to pick up your child and take him/her to the Police Station. If late pick ups are a consistent problem, we will take further appropriate action.

**EARLY DISMISSAL** - RAP participants are picked up at their school's dismissal time (including modified or early days). AUSD provides us with the early and modified day schedule before the year begins and we plan accordingly.

**RECEIPTS** - A receipt is provided to you upon registration. Save your receipt! There is a \$5 reprint service charge for each reprinted receipt. **An official 2018 Tax Receipt will be available for a fee upon request after January 1, 2019.**

# FEE SCHEDULE FOR 2018-2019 SCHOOL YEAR — AUGUST 20, 2018 TO JUNE 7, 2019

All fees must be paid a minimum of 48 business hours in advance before your child is picked up for RAP. **You must pay either the entire single payment or the split payment by the published due dates; single payments CANNOT be split.**

Payments made after the due dates are charged an automatic \$30 late fee and pick ups will begin 48 business hours after payment is received. Payment options include cash, check, money order, American Express, Discover, Visa or Mastercard. No exceptions!

**\*Due to a number of Kindergarten-Only Early Dismissal Days (11:40 a.m.), Kindergartners will be charged a higher RAP fee for the Fall and Winter Sessions Only.**

**IT IS THE RESPONSIBILITY OF PARENTS/GUARDIANS TO MAKE EITHER SINGLE OR INSTALLMENT PAYMENTS BY THE DUE DATES LISTED BELOW.**

**ALL LATE PAYMENTS WILL BE CHARGED AN AUTOMATIC \$30 LATE FEE. WE DO NOT SEND REMINDERS OR INVOICES.**

**\*\* HELPFUL TIPS \*\***

- ◆ *Our computer system can now automatically charge your credit card for your RAP payment so you can avoid the \$30 late fee—Contact ARPD Staff to set this up.*
- ◆ *Program RAP Payment Deadline Dates into your Smartphones!*

If your child is not listed on our roster at the start of a RAP session or mid-session, RAP Staff will walk your child to the school office and leave them there if they cannot reach parent/guardian.

**FALL SESSION:  
August 20 to November 16, 2018**

**YOU MUST ENCLOSE EITHER SINGLE OR 1ST INSTALLMENT PAYMENT AT THE TIME OF REGISTRATION**

- ◆ In order for your child to be picked up on the first day of school, your child must be registered for RAP by **FRIDAY, AUGUST 17th**
- ◆ 2nd Installment Payment due by **Friday, October 5th**

<u>Fall Session</u> Aug 20-Nov 16	All-Day Kindergarten*	1st to 5th Grades
<b><u>5 DAYS/WEEK</u></b>		
Single Payment	\$864	\$709
1st Installment	\$462	\$385
2nd Installment	\$462	\$385
<b><u>3 DAYS/WEEK</u></b>		
Single Payment	\$574	\$468
1st Installment	\$317	\$264
2nd Installment	\$317	\$264
<b><u>2 DAYS/WEEK</u></b>		
Single Payment	\$408	\$333
1st Installment	\$234	\$197
2nd Installment	\$234	\$197

**WINTER SESSION:  
November 26, 2018 to March 15, 2019**

- ◆ Single Payment due by **Friday, November 16th**
- ◆ 1st Installment Payment due by **Friday, November 16th**
- ◆ 2nd Installment Payment due by **Friday, January 25th**

<u>Winter Session</u> Nov 26-Mar 15	All-Day Kindergarten*	1st to 5th Grades
<b><u>5 DAYS/WEEK</u></b>		
Single Payment	\$774	\$709
1st Installment	\$417	\$385
2nd Installment	\$417	\$385
<b><u>3 DAYS/WEEK</u></b>		
Single Payment	\$518	\$468
1st Installment	\$289	\$264
2nd Installment	\$289	\$264
<b><u>2 DAYS/WEEK</u></b>		
Single Payment	\$373	\$333
1st Installment	\$217	\$197
2nd Installment	\$217	\$197

**SPRING SESSION: March 18 to June 7, 2019**

- ◆ Single Payment due by **Friday, March 15th**
- ◆ 1st Split Payment due by **Friday, March 15th**
- ◆ 2nd Split Payment due by **Friday, May 3rd**

<b>All-Day Kindergarten to 5th Grades</b>			
	<b><u>5 DAYS/WEEK</u></b>	<b><u>3 DAYS/WEEK</u></b>	<b><u>2 DAYS/WEEK</u></b>
Single Payment	\$605	\$396	\$282
1st Installment	\$333	\$228	\$171
2nd Installment	\$333	\$228	\$171

**ATTENTION**

**ALL 2 OR 3 DAY PARTICIPANTS:**

**DAY CHANGES** - You must specify the days of the week your child will attend. These days will remain the same for the full session unless you pay the \$15 administrative fee to change them.

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