



*Alameda Recreation and Park Department
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www.alamedaca.gov/recreation

Tax ID #94-6000288

2018-2019 RECREATION AFTERSCHOOL PROGRAM (RAP) PARENT HANDBOOK



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 **ALL-DAY KINDERGARTEN 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 Alameda Recreation and Park Department at (510) 747-7529.

STANDARD OF CARE

- Alameda Recreation and Park Department prides itself on employing a 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

<i><u>IMPORTANT - IMPORTANT - IMPORTANT</u></i>
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<i>A minimum of 8-10 students must be registered at a school in order to be a RAP Pick-Up Site.</i>
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The **RAP** program is provided for **ALL-DAY KINDERGARTEN THROUGH 5TH GRADE STUDENTS** at the following:

<u>SCHOOL</u>	<u>RAP SITE</u>
Bay Farm.....	Tillman Park (220 Aughinbaugh Way, 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.....	Franklin Park (1432 San Antonio Avenue)
Maya Lin.....	Washington Park (740 Central Avenue)
NEA	Bayport Park (301 Jack London Avenue)
Otis.....	Lincoln Park (1450 High Street)
Paden.....	Longfellow Park (520 Lincoln Avenue)
Ruby Bridges	Bayport Park (301 Jack London Avenue)

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(510) 263-1428
- Franklin Park.....(510) 522-3132
- Leydecker Park(510) 521-1266
- Lincoln Park.....(510) 865-0603
- Longfellow Park.....(510) 522-5262
- Tillman Park.....(510) 521-8307
- Washington Park.....(510) 521-0162

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..... | Grass field near driveway entrance |
| Edison | Picnic tables near playground |
| Franklin..... | Front of school; flagpole |
| Haight..... | Front of school |
| Maya Lin..... | Front steps on Taylor Avenue |
| NEA | Front of school office |
| Otis..... | Benches near the storage container |
| Paden..... | Front steps near flagpole |
| Ruby Bridges | Front of media center; flagpole |

**ALL kindergartners will be picked up at their classrooms. Earhart 1st graders will be picked up just outside their classrooms.*

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, detention, etc.

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 5:30 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 or by RAP leaders. **RAP** information and registration forms are also available online: <http://alamedaca.gov/recreation/recreation-afterschool-program-rap>.

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 YOU MISS.** *If each parent is paying a portion of the **RAP** fees, each parent 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.***

REMINDER! – Due to the split payment system, each of our sessions is divided into *two* halves. This means that our **RAP** leaders get one set of rosters for the first half, and another for the second half. IF you are on the split payment plan, and do not pay the fees on time, your child *will not* be on their second set of rosters. If we cannot contact you to confirm that your child is continuing in the **RAP** program, your child will be taken to their school office and you will be called to pick them up. This practice will also be followed for any child who is not on the roster at the beginning of any new session.

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.

Our computer system can now automatically charge your credit card for your RAP payments, so you can avoid future late fees. Contact the ARPD main office to set this up.

FALL SESSION: August 20 to November 16, 2018



Single Payment Due:	Friday, August 17th
1st Installment Due:	Friday, August 17th
2nd Installment Due:	Friday, October 5th
<u>5 DAYS/WEEK:</u>	
K / 1-5	K / 1-5
Single Payment: \$864 / \$709	1st Payment: \$462 / \$385
	2nd Payment: \$462 / \$385
<u>3 DAYS/WEEK:</u>	
Single Payment: \$574 / \$468	1st Payment: \$317 / \$264
	2nd Payment: \$317 / \$264
<u>2 DAYS/WEEK:</u>	
Single Payment: \$408 / \$333	1st Payment: \$234 / \$197
	2nd Payment: \$234 / \$197

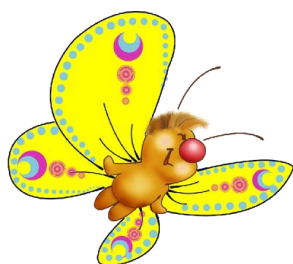


WINTER SESSION: November 26, 2018 to March 15, 2019

Single Payment Due:	Friday, November 16th
1st Installment Due:	Friday, November 16th
2nd Installment Due:	Friday, January 25th
<u>5 DAYS/WEEK:</u>	
K / 1-5	K / 1-5
Single Payment: \$774 / \$709	1st Payment: \$417 / \$385
	2nd Payment: \$417 / \$385
<u>3 DAYS/WEEK:</u>	
Single Payment: \$518 / \$468	1st Payment: \$289 / \$264
	2nd Payment: \$289 / \$264
<u>2 DAYS/WEEK:</u>	
Single Payment: \$373 / \$333	1st Payment: \$217 / \$197
	2nd Payment: \$217 / \$197



SPRING SESSION March 18 to June 7, 2019*



Single Payment Due:	Friday, March 15th
1st Installment Due:	Friday, March 15th
2nd Installment Due:	Friday, May 3rd
<i>*All grades pay the same this session.</i>	
<u>5 DAYS/WEEK:</u>	
Single Payment: \$605	1st Payment: \$333
	2nd Payment: \$333
<u>3 DAYS/WEEK:</u>	
Single Payment: \$396	1st Payment: \$228
	2nd Payment: \$228
<u>2 DAYS/WEEK:</u>	
Single Payment: \$282	1st Payment: \$171
	2nd Payment: \$171



FEE ASSISTANCE

A limited number of partial fee assistance is available. To qualify, please complete a Fee Assistance Request Form from the Recreation and Park Department. Allow a minimum of three (3) weeks to process.

RECEIPTS

You will be issued a receipt upon registration for your tax purposes. There will be a **\$5 reprint service charge for each receipt.** The tax identification number for Alameda Recreation and Park Department is: **94-6000288.**

CANCELLATION POLICY

If you have a change of schedule or the program is not working for you, credits may be granted on a prorated basis with the Supervisor’s approval. All cancellations will be assessed a \$15 withdrawal fee. **Refunds will not be issued.** You will receive credit on your ARPD account to be used by anyone in your family for any future ARPD program.

DAYS AND TIMES

The school year is separated into three sessions:

- Fall Session: August 20 to November 16, 2018
- Winter Session: November 26, 2018 to March 15, 2019
- Spring Session: March 18 to June 7, 2019

RAP meets Monday through Friday from school dismissal time to 5:30 p.m. Dismissal time includes early dismissal on Wednesdays and modified school days. Children may register to attend **RAP** for 2, 3 or 5 days a week. **RAP** is open on student school days only. **RAP is not held on school holidays or non-school days.**

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 Park Department Office, (510) 747-7529, **before 11:30 a.m.** 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 11:30 a.m.** Specifically ask that a note be left in the **RAP** box. ***Refunds, credits or make up days will not be given for days you miss.***

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 (with the exception of Franklin School/Franklin Park, Ruby Bridges School/Bayport Park and Bay Farm School/Tillman Park) 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 Recreation and Parks Office, (510) 747-7529 before 11:30 a.m. If parents are not sure where to pick up their child on days of inclement weather, call the Recreation and Parks Office after 4:00 p.m. at (510) 747-7529.



HOLIDAYS

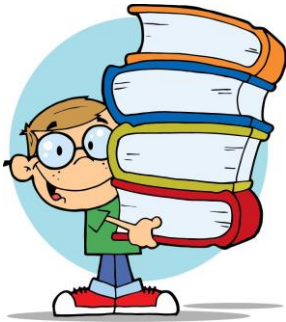
RAP does not meet on the following Alameda Unified School District (AUSD) Staff Development Days, Public School Holidays or Legal Holidays:

September 3, 2018	Labor Day Holiday
November 12, 2018	Veteran’s Day Holiday
November 19-23, 2018	Fall Break
December 24, 2018 - January 4, 2019	Winter Break
January 11, 2019	Non-School Day
January 14, 2019	Martin Luther King Jr. Holiday
February 18-22, 2019	President’s Week Break
April 1-5, 2019	Spring Break
May 27, 2019	Memorial Day Holiday

*We will have camps available during the week-long breaks that are **NOT PART OF RAP.** We will have alternate programming on select non-student days where applicable. 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.alamedaca.gov/recreation

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.



Children will also be put on a Behavior Contract/Agreement, if it becomes necessary. Behavior Contracts/Agreements are signed by the child, their parent(s), the **RAP** Site Specialist(s), and the **RAP** Program Supervisor.

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!