

2017/2018 SIMI VALLEY BEFORE & AFTER SCHOOL CLUBS

**PUBLIC RECREATION PROGRAMS
OFFERED BY
RANCHO SIMI RECREATION AND PARK DISTRICT**



**STARTING: AUGUST 16, 2017
DISTRICT OFFICE: (805) 584-4400
WWW.RSRPD.ORG**

NOT AFFILIATED WITH THE SIMI VALLEY UNIFIED SCHOOL DISTRICT

BEFORE & AFTER SCHOOL CLUB PROGRAM

- Provides a well rounded supervised recreation program in a safe and wholesome environment.
- The Before & After School Clubs are public recreation programs and contain only recreational elements and are not child day care facilities.
- The Before & After School Clubs operate during the school year from August 16, 2017 through June 8, 2018
- Reasonable accommodations are available for persons with disabilities who require special assistance.

LOCATIONS:

Crestview	805-520-9346	crestviewasc@rsrpd.us
Garden Grove	805-582-2709	gardengroveasc@rsrpd.us
Knolls	805-526-1832	knollsasc@rsrpd.us
Madera	805-526-1075	maderaasc@rsrpd.us
Mt. View	805-584-4466	mountainviewasc@rsrpd.us
Township	805-526-0719	townshipasc@rsrpd.us
Vista	805-582-2749	vistaasc@rsrpd.us
Wood Ranch	805-584-4476	woodranchasc@rsrpd.us

Teen Club programs are also available. Learn more at www.rsrpd.org.

GENERAL INFORMATION

WHO CAN ATTEND: Children entering Transitional Kindergarten through the sixth grade who are attending any of the elementary schools listed above.

BEFORE SCHOOL PROGRAM: Children may be signed in at the Club after 6:45am and will be dismissed 15 minutes before the start of school. Kindergarteners and children requiring assistance will be escorted to their classrooms. **A minimum of six (6) children must be registered in the program.**

AFTER SCHOOL PROGRAM: Kindergarten children will be assembled at their classroom and a Club staff member will escort them to the Club. Children in 1st through 6th grade should report directly to the Club building at the end of their school day. **Dismissal times may vary at each location.**

Rancho Simi Recreation and Park District

1692 Sycamore Dr., Simi Valley, CA 93065

805-584-4400 or WWW.RSRPD.ORG

Monday-Friday 8:00am-5:00pm

HOLIDAYS, SCHOOL MINIMUM DAYS AND BREAKS:

Most holidays and minimum days are included in that month's Before & After School Club fee. Unless notified otherwise, children should report to their regular Before & After School Club and must bring a sack lunch.

On these days and during the Winter and Spring breaks, Clubs offer supervised activities from 6:45am-6:00pm for children to attend on their regularly scheduled monthly program days. For a child to attend Winter and Spring break programs, an Intent to Attend form must be submitted. No refunds or prorations for these months.

The Before & After School Clubs are closed on the following holidays:

Labor Day—September 4
 Veteran's Day—November 10
 Thanksgiving—November 23 & 24
 Winter Holiday—December 25
 New Years—January 1
 Martin Luther King, Jr. Day—January 15
 President's Day—February 19
 Memorial Day—May 28

WITHDRAWAL FROM THE PROGRAM: If you choose to remove your child(ren) from the program you must complete the District's "Intent to Remove Child" form available at the District Office. Your account balance will continue to accrue fees until you complete the "Intent to Remove Child" form. Withdrawal requests must be submitted prior to the first of any month.

Children can also be suspended or dismissed from the program due to behavioral issues (see "Discipline"). Additionally, at the discretion of the District, your child(ren) may be suspended or dismissed from the program due to non-payment. You will receive a notice before the District takes such action.



ILLNESS: Children who are ill will not be admitted to the Before & After School Club. If a child becomes ill while attending the Before & After School Club, parents or authorized persons will be contacted to pick up the child. Children cannot attend the Clubs if the following occur:

- A fever over 100 degrees
- Vomiting or Diarrhea with or without fever
- Presence of lice or nits
- Unexplained rash with or without fever
- Unexplained discharge from eyes, ears, nose, mouth, or skin

There will be no refunds or transfers due to illness. Exception: After five (5) or more consecutive days, fees will be adjusted with written physician's verification. Notify the Club if your child is out for any reason. We must be notified before 11:00am. **If a child does not attend school due to illness, they may not attend the After School Club Program.**

ACCIDENTS AND INJURIES: If a child becomes hurt or injured at a Before & After School Club, appropriate first aid will be applied. Parents will be notified of all injuries in writing or by phone. For accidents or injuries that require immediate medical attention, 911 will be called and parent or emergency contacts will be called as soon as possible. The program will always have a trained first aid and CPR certified staff member on site.

MEDICATIONS: Rancho Simi Recreation and Park District requires a signed permission slip authorizing the staff to administer medication (prescription or over the counter). Medicines must be accompanied by a doctor's note and signature. All medication must be in the original container or prescription bottle. All instructions for administering medication must be on the label.

PICK UP PROCEDURES: Child must be signed out daily from inside the Club. Parents must notify the Club Director in writing if a child will be picked up by another person, photo ID may be required. Children who have not been picked up by 6:30pm may be released into the custody of RSRPD Rangers. Repeated late pick up can be grounds for dismissal from the program.

SPECIAL SITUATIONS: Any special circumstances, situations, physical and/or financial arrangements should be brought to the attention of the Before & After School Club Recreation Coordinator at the District Office.

REFRESHMENTS: Children registered in the After School program will receive a nutritional snack each day.

BRIAN PIERCE, Recreation Coordinator
RENEE PEACE, Recreation Supervisor
DOUG GALE, Director of Recreation

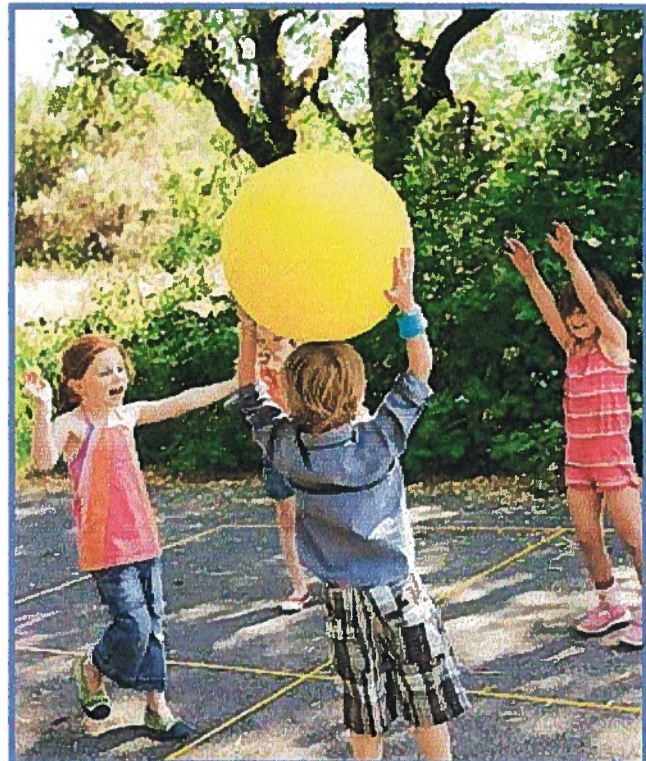
DISCIPLINE: The Before & After School Clubs strive to provide a safe environment and program for all participants. For the protection and harmony of all children, we have established a "Code of Conduct" which all children are required to follow:

- All persons shall act with respect towards other persons, respecting their privacy and personal safety.
- Physical or verbal abuse of any kind will not be tolerated.
- All persons shall treat public and private property and equipment with respect.
- Program rules and regulations shall be observed at all times.

A violation of this code could result in the child's suspension or dismissal from the club without prior notice. Depending upon the behavior issue, severity, and frequency, actions may include:

- Staff speaks to the child.
- Child removed from a particular activity.
- Director calls and/or meets with the child and their parent(s).
- Participant Behavior Contract is written.

Activities, fees and policies are subject to change without notice



PAYMENT INFORMATION

Payments are due on the 1st of every month. Payments must be received in full each month in order to avoid late fees. Accounts with late payments received after the 1st of each month (including declined credit cards) will be charged a \$25 late Fee. The before & After School Club reserves the right to refuse a child's attendance until all program and late fees are paid. We rely on the District Attorney for recovery and prosecution. Until fees have been paid, your child may be denied access to the program and will be escorted to the school office. Monthly invoices, statements, reminders are not sent home.

A \$10 fee per 15 minutes, or portion thereof, will be assessed for late pickups. Your child will not be able to attend the Before & After School Club until your balance has been paid. The reoccurrence of late pick-up can be grounds for suspension or dismissal from the program.

RESPONSIBLE PARTY: The responsible party is the person who registers their child for the program. The responsible party is liable for timely payment and communication with the District Office. All billing issues and/or withdrawal notices will only be communicated to the responsible party. The District will in no manner become involved in the collection of payment from any party other than the responsible party.

NO REFUNDS, PRORATIONS, OR TRANSFERS.

Call 805-584-4400 for more information.



August 16, 2017 - June 8, 2018

PROGRAM OPTIONS AND FEES

BEFORE SCHOOL PROGRAM (All clubs TK-6th Grades)

6:45am to start of school

(Minimum 6 children must be registered - No Discount)

<u>Aug 2017</u>	<u>Sept-May</u>
\$60	\$112

AFTER SCHOOL PROGRAM (All clubs TK-6th Grades)

School dismissal to 6:00pm

(Dismissal times vary at each school)

	<u>Aug 2017</u>	<u>Sept-May</u>
2-3 days per week	\$113	\$189
4-5 days per week	\$164	\$315

OCCASIONAL USE PASS

\$267

The Occasional Use Pass provides 25 hours of Before or After School Program use, in one hour increments. (No Discounts).

- Parents must notify the Club Director by the Thursday prior to the week hours will be used, unless a regular schedule is arranged in advance.
- Unused Occasional Use Pass hours (five hour minimum) can be transferred from the current year to the next year for a \$25 fee. No refunds.

ANNUAL REGISTRATION FEE

- \$15 per child (non-refundable)
- New registrations must be made 48 hours in advance of first day of attendance.
- Registration is available Monday through Friday from 8:00am-5:00pm. Initial registration fee and monthly fee can be paid by cash, check, or credit card and should accompany all forms. After initial registration, monthly fee payments are required to be paid through our auto pay system. All registration forms must be returned to the District Office.
- Families with more than one child will receive a 10% discount off the After School Program fee for each additional child registered. NO DISCOUNTS on Before School Program or Occasional Use Pass.
- Additional registration will be required through ePACT.

Revised 5/23/17



2017/18 Before & After School Clubs Registration Form



CHECK ONE:

- Crestview
 Garden Grove
 Knolls
 Madera
 Mt. View
 Township
 Vista
 Wood Ranch

▶ PLEASE USE INK AND PRINT ◀

Child's Name: _____ Birth Date: _____ Gender: M F

First Last

Grade level child is entering fall 2017: _____

Parent 1's Name: _____ ("Account Holder") First Last Gender: <input type="checkbox"/> M <input type="checkbox"/> F Address: _____ City: _____ Zip: _____ Hm. Ph.: (____) _____ Wk. Ph./Ext.: (____) _____ Cell Ph./Pgr.: (____) _____ Preferred Email: _____ Authorized to sign out child? <input type="checkbox"/> Yes <input type="checkbox"/> No	Parent 2's Name: _____ First Last Gender: <input type="checkbox"/> M <input type="checkbox"/> F Address: _____ City: _____ Zip: _____ Hm. Ph.: (____) _____ Wk. Ph./Ext.: (____) _____ Cell Ph./Pgr.: (____) _____ Preferred Email: _____ Authorized to sign out child? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Program Options and Fees

	<u>Aug 17</u>	<u>Sep 17 - May 18</u>
Before School Program (6:45am to start of school) A minimum of six (6) children must be registered in the Club's program Select the days your child will attend: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri	\$60	\$112/month
After School Program (school dismissal to 6:00pm) 2-3 Days per Week Select the days your child will attend: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri	\$113	\$189/month
4-5 Days per Week Select the days your child will attend: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri	\$164	\$315/month
Occasional Use Pass (25 one hour increments)	\$267	
Registration Fee (each child...Non Refundable)	\$15	
Additional registration in ePACT required.		
Families registering more than one child get a 10% discount after the first child (AFTER SCHOOL PROGRAM ONLY)		
Payments received after the 1 st of each month will be considered late and a \$25 late fee will be charged.		

Automatic Deduction: Credit/Debit Account Form
Authorization/Agreement to Draw Debits from Visa/MasterCard

I hereby authorize Ranch Simi Recreation and Park District to debit my VISA/MC account for Before & After School Club, Preschool, Summer Day Camp and/or Field Trip payments. When VISA/MC honors the debit by charging my account, such debit shall constitute my receipt for payment. Should any preauthorized debit not be honored by VISA/MC when received by them, I will remain liable for such payment.

Card Holder Name (please print): _____ Payment Amount: \$ _____

Card Number: _____ / _____ / _____ / _____ Expires: _____ CVV#: _____

RSRPD Authorized to use from: ____ / ____ to ____ / ____

This authority is to remain in full force and effect until Rancho Simi Rec & Park District has received written notification from me of its termination in such time and in such manner as to afford Company and Depository a reasonable opportunity to act on it.

Signature _____

Date _____

Please read and sign the "Agreement, Waiver, and Release" and "Medical Release" forms on the reverse side.

AGREEMENT, WAIVER, AND RELEASE

I have carefully read the description of activities for which I/we are registering, and in consideration for being permitted by the Rancho Simi Recreation and Park District to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the District, its officers, employees, and agents from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the District, its officers, employees, and agents. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the District, its officers, employees, and agents free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of death or any injury or property damage that said participant may sustain while participating in said activity. I hereby give permission to the Rancho Simi Recreation and Park District to use my, or my child's photograph.

PARENTAL CONSENT: (Registration shall be completed and signed by parent/guardian if participant is under 18 years of age)

I hereby consent that my son/daughter participate in the above activity, and I hereby execute the above Agreement, Waiver, and Release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the District, its officers, employees, and agents free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of death or any injury or property damage that said minor may sustain while participating in said activity. I hereby give permission to the Rancho Simi Recreation and Park District to use my, or my child's photograph. I understand the photographs belong to the Rancho Simi Recreation and Park District, and I will not receive payment of any kind.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE RANCHO SIMI RECREATION AND PARK DISTRICT, ITS OFFICERS, EMPLOYEES AND AGENTS AND I SIGN IT OF MY FREE WILL.

Parent/Guardian Signature

Parent/Guardian Name (Printed)

____/____/____
Date

**MEDICAL RELEASE
ACTIVITY/FIELD TRIP PERMISSION FORM**

I, (parent/guardian) _____ give permission for my child, (full name of child) _____ to participate in all activities associated with the Rancho Simi Recreation and Park District Day Camp. Furthermore, I authorize the R.S.R.P.D. to arrange transportation in case of accident or acute illness of my child. In the event it is impossible to receive instruction from me for my child's care, consent is given to any licensed physician and/or surgeon called to whom my child is taken, for treatment by him or her to administer drugs and medication, and to perform such surgical treatment as he or she shall think the existing emergency requires for the relief of pain and/or the preservation of my child's life, and/or health and well-being. Any cost incurred in this connection not covered by my insurance shall be paid by me. In addition, I agree to waive and release the R.S.R.P.D., its officers, agents and employees from and against any and all claims, costs, liabilities, expenses or judgments, including attorney's fees and court costs arising out of the participation of the above named minor in the R.S.R.P.D.'s programs or any illness, accident or injury resulting there from, and hereby agree to indemnify and hold harmless R.S.R.P.D. from and against any and all such claims.

Parent/Guardian Signature

Parent/Guardian Name (Printed)

____/____/____
Date