



**City of Los Angeles**



CITY LOS ANGELES DEPARTMENT OF RECREATION & PARKS

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**GLASSELL RECREATION CENTER**

Arlene Cordova - SENIOR RECREATION DIRECTOR

Gerardo Valdez - RECREATION COORDINATOR

Marco Villarreal - RECREATION COORDINATOR

**RECREATION ASSISTANTS**

Michelle Alvarez \* Isaiah Bermudez \* Yvette Castillo \* Isabella Corona

Tina Corona \* Nancy Cortes \* Saray Cortes \* Hector Cortes \* Juan Esparza

Armando Fernandez\* Iliana Garcia-Lana \* Marycruz Gonzalez \* Estela Jaramillo

Veronica Jaramillo \* Hayk Karapetian \* Fernando Martinez \* Samantha Matara

Raiden Perez \* Evelyn Reyes \* Candy Reyes-Vasquez \* Steve Sic-Hinojosa

Joziyah Vergara \* Vincent Vergara \* Vincent Vergara \* Racquel Zimmerle

**RECREATION AIDES**

Cid Austriaco \* Genevee Hernandez \* Andrea Miller

Brena Toscano \* Kyah Warweg

**GLASSELL  
AFTERSCHOOL CLUB  
PARENT MANUAL**

2727 Crestmoore Place, Los Angeles, CA 90065

(323) 341-5681

[laparks.org/reccenter/glassellpark](http://laparks.org/reccenter/glassellpark)

[glassell.recreationcenter@lacity.org](mailto:glassell.recreationcenter@lacity.org)



Dear Parents:

Welcome to Glassell Afterschool Club, where we offer a supervised recreational program that includes a variety of activities such as games, sports, arts and crafts and special activities. Our purpose is to teach, guide and safeguard children who come to learn and play. Our program strives to meet fundamental needs for the growth and development of all children.

Our goals include supporting and strengthening each child while focusing on improving communication, increasing the ability to work and play in a group, and to share each other's culture and values. Additionally, we strive to develop children to their fullest potential. We focus on self-awareness, self-confidence and feelings of self-worth, values development, physical development, health and nutritional awareness.

This packet of information includes all the guidelines, rules, procedures and policies that you will need for the program. Please read them carefully, as it is essential that you know and understand this information. Please review this packet of information with your child(ren) so that they can have a better understanding of the program as well. We look forward to working with you and your child(ren) and anticipate a safe, fun and enjoyable session with us. If you should have any questions regarding any of the information contained in this packet, please do not hesitate to call the park office.

Sincerely,  
Glassell Afterschool Club Staff

## Daily Schedule

2:15 - 2:45 PM	Pick-ups & Arrivals
2:45 - 3:00 PM	Clean-up and Wash-up
3:00 - 3:15 PM	Snack
3:15 - 4:00 PM	Homework and Reading
4:00 - 5:00 PM	Group Activities <i>(craft, sports etc.)</i>
5:00 - 6:00 PM	Leisure Time

**ILLNESS, EMERGENCY, AND MEDICATION:**

Illness: This is a Well Child facility. DO NOT send your child if he/she is not feeling well. Should your child become ill while here, he/she will be separated from the other children and tried to be made comfortable as soon as possible. Parents/Guardians will be called at the numbers listed on the registration packet to pick up the child immediately. For the protection and safety of all participants, children with contagious conditions will not be admitted in the program. Proof of a medical doctor’s release is required before the child is re-admitted.

Medication: We are not authorized to administer any medication. If your child requires any sort of medication it must be signed in and out to the office. All medication must have the child’s name on the label along with clear instructions for use. Staff will not be responsible for directly administering medication to the child but will supervise the child while he/she takes their own medication.

Head Lice: If it is discovered that a child has head lice or nits the parent/guardian will be called to pick-up the child immediately. The child will be readmitted only after proper treatment, and must be re-checked by the staff to confirm that the child is lice/nit free.

Minor Injuries: Staff, certified in CPR/First Aid will administer treatment for minor cuts, scrapes and bruises. The injury will be logged and the parent will receive notification upon pick-up.

Emergency/Major Injuries: In the event of a major medical emergency, 911 will be called and the child will be transported to the nearest hospital. The parent/guardian will be called immediately. We will use the phone numbers listed on the application. In the event that the parent cannot be located, the other Emergency Contacts will be notified. Please advise us, in writing, of all current phone numbers and authorizations.

You are required to advise the Director IMMEDIATELY, in writing, of any and all changes to medical history, authorizations and contact information.

**DRILLS:** To assure the safety of the children, weekly drills will be held. Because of the nature of life in Los Angeles, the drills address a variety of situations: fire, earthquake, major accidents and security breaches.

**HEALTH HISTORY FORM / EMERGENCY CARDS:** For the protection of your child, we require that the Health History Form and application be complete and accurate. We cannot accept a child with the parents/guardians listed as the only emergency contact. It is mandatory that another adult be listed, in the event that the parents/guardian cannot be located.

Please list your cell phone numbers also. If you know you cannot be contacted at the number listed on your child’s application on a particular day, please provide staff, in writing, with an alternate number at sign-in time.

**HOURS OF OPERATION:** Afterschool Club will operate from 2:15PM – 6:00PM Monday through Friday (1:15PM on Tuesday)

**REGISTRATION:** Payments by Visa, MasterCard, exact cash, or personal check payable to: City of Los Angeles will be accepted. A fee will be assessed for all returned checks.

Registration is taken on a first-come first-served basis and will fill quickly. Priority is granted for continuous enrollment through the due date for any given month. Unpaid spots will be available on a first-come first-served basis after the due date.

Fees are non-transferable and may only be applied as indicated on the receipt.

Every child must have a current up to date application and emergency / health history information on file before they will be accepted into the program.

It is important, for the safety of your child, that you notify the office of any changes that need to be made on the form anytime during the school year.

**MAXIMUM PARTICIPANTS:** The Afterschool Club will house a maximum number of 25 children in each monthly session.

**MONTHLY FEE:** Will be as follows by month:

	<b>Fee</b>	<b>Due by</b>
<b>August</b> (19 - 29)	\$ 100	August 7
<b>September</b> (3 - 27)	\$ 200	August 28
<b>October</b> (Sept 30 - 25)	\$ 200	September 25
<b>November</b> (Oct 28 - 22)	\$ 200	October 23
<b>December</b> (2 - 13)	\$ 100	November 20
<b>January</b> (6 - 31)	\$ 200	December 18
<b>February</b> (3 - 28)	\$ 200	January 29
<b>March</b> (3 - 28)	\$ 200	February 26
<b>April</b> (1 - May 2) (no ASC 4/14 - 4/18)	\$ 200	March 26
<b>May</b> (5 - May 30)	\$ 200	April 30
<b>June</b> (2 - 6)	\$50	May 28

**BREAKS:** (No Afterschool Club)  
Thanksgiving Break: 11/25/2024 - 11/29/2024  
Winter Break: 12/16/2024 - 1/3/2025  
Spring Break: 4/14/2025 - 4/18/2025

**ADDITIONAL CITY HOLIDAYS:** (No Afterschool Club)  
Monday, October 14, 2024 - Indigenous People’s Day

If fees are not paid, services will be suspended until all fees are paid in full. A \$ 5 late payment fee will be assessed if monthly fees are not paid by date indicated above, *if space is still available. See REGISTRATION information above.*

**LATE PICK-UP FEE:** A fee will be assessed for children picked up after 6:00PM. Parents will be charged \$5 every 15 minutes or part of thereafter. Parents, please contact the center immediately if you anticipate being late. Because the facility closes at 7:00PM, children not picked up by 6:30PM will be turned over to the Office of Public Safety (OPS) or LAPD. The late fees will also be charged. Please don’t keep your child waiting.

**STAFF:** All staff members have gone through the interview process by the Director in Charge to ensure that they meet the qualifications. The majority of the staff have worked as volunteers, summer youth employment workers, or Recreation Assistants prior to working in this program. All staff have gone through the City of Los Angeles Department of Recreation and Parks hiring process, which includes fingerprinting to investigate criminal background. In addition each staff member has received a minimum of 24 hours of staff training that includes CPR, First Aid and ACA workshops. At least 80% of the staff is 18 years of age or older and there is no staff under the age of 16 that is ever left alone with the children.

**ATTENDANCE:** **If your child will not be attending school for any reason, please call us at (323) 341-5681, by 1:00PM.** This will assist us in making sure we have accurate counts of children when we pick them up at the schools. If your child is attending tutoring or any other class afterschool please notify us with the start and end dates as well as dismissal times. We will need to know as soon as possible.

**SIGN-OUT PROCEDURES:** Parents or a designated person must sign-in and sign-out their child daily with a full signature. **Children will be released only to those adults whom the parent has designated on the original application form.** If a parent requests that someone else sign-in and/or sign-out the child, the request must be made in person and added to the child's application form. For that reason we ask that you list as many people that may possibly pick your child up from Afterschool Club. For your child's safety identification will be required. In order to sign himself/herself out, a child must be at least 10 years old and have authorization to do so on their registration form. A 10-year-old child is not allowed to sign out a younger sibling.

**NON-CUSTODIAL PARENT:** Unless a copy of a current restraining order is on file at the Recreation Center, a non-custodial parent will be allowed to sign-out the child at any time. We ask for the happiness of the child that divorced or separated couples agree to review this parent manual together and agree to abide by the policies herein.

**PARTICIPATION:** A variety of different activities will take place throughout the day. It is important, and to each child's benefit, that everyone participate in all activities.

**DRESS CODE:** For your child's protection completely closed shoes are required. Children will not be allowed in Afterschool Club with sandals, Crocs, etc. Please ensure that your child/ren can participate in all the activities and are not inhibited by their clothing. Dresses, skirts and dress clothing that limits your child's ability to participate should not be worn to Afterschool Club. If children need to change their clothes during program hours, please make sure they can dress themselves or feel free to come early to help. Our staff CANNOT change or help change a child.

**SNACK:** An afternoon snack will be served from 3:00 - 3:15PM. Menus will be posted.

**SPECIAL DIET:** Advise the staff of any food allergies your child may have and indicate this in their registration packet. If your child is on a special diet or has a food allergy please pack a spoil-free snack for your child every day. The best snacks are granola bars, dried fruits and trail mix. Candy, gum or soda will be confiscated and thrown away. Do not pack foods that need refrigeration or heating.

**HYDRATION:** Water bottles, with your child's name on them, are encouraged and fully supported by the staff. It is important that we work together to prevent dehydration and have a health-conscious attitude.

**PROBLEM RESOLUTION:** In the event that your child should have a problem with another child, he/she should bring it to the attention of the Recreation Staff to resolve the issue. Under no circumstances should any child retaliate against another.

**DISCIPLINE:** We want a fun and safe program for everyone, but there will be consequences for continual misbehavior. In the event that the rules are broken, the following 4-step Re-Direction procedure will be carried out.

**DISCIPLINARY PROCEDURES:**

1. First incident: Child will be spoken to and their energies will be redirected.
2. Second incident: A conference with the Director-in-Charge. This will be recorded on a Discipline Notice and the parent will receive a copy.
3. Third incident: A conference with the Director-in-Charge and the issuance of a Discipline Notice with a scheduled meeting with the parents.
4. Fourth incident: A cool down time will be issued until the parent comes to pick up the child. We will contact you and ask that you pick up your child as soon as possible. A report will be issued dealing with the incidents. The Director-in-charge will meet with the parents and child to discuss the resolution of the incident or the dismissal of the child from the program. A third Discipline Notice will be issued.

*VIOLENT BEHAVIOR AND DISOBEDIENCE THAT ENDANGERS AND/OR DISRUPTS THE PROGRAM REQUIRES IMMEDIATE PARENT PICK-UP. IN THE EVENT A PARENT OR AUTHORIZED ADULT CANNOT BE LOCATED, THE CHILD MAY BE DISMISSED FROM FURTHER PARTICIPATION IN OUR PROGRAM. NO REFUNDS WILL BE PROVIDED.*

All Discipline Notices are kept in the child's files. Children are accepted back to the program when parent has signed the Discipline Notice. There are no refunds if the child is withdrawn from the program.

**CHILD ABUSE:** Under the mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, the Recreation Staff is mandated to report any suspected form of child abuse to the proper authorities. **HARASSMENT OF ANY OTHER CHILDREN BY ANY PARENT OR FAMILY MEMBER IS CONSIDERED TO BE CHILD ABUSE, AND WILL BE REPORTED.**

**PHONE CALLS:** Children will not be allowed to use the phone. If there is an emergency or the child is ill a staff member will call you. We also ask that you do not call your child. Phone calls interrupt whatever activity your child is participating in. If you need to get a message to your child, a staff member will be able to relay a message, but please only call for emergencies.

**PERSONAL BELONGINGS:** You are encouraged to label all personal articles (clothing, backpacks, lunch pails, etc.) so as to ensure accountability. **Children are not to bring valuable items (toys, balls, money, electronic games, jewelry, Walkman/iPod/MP3 players or cell phones, etc.).** Children will not be allowed to use cell phones during program hours. If seen by our staff, these items will be taken away and returned at the end of the day. The Recreation Center, its staff and the City of Los Angeles Department of Recreation and Parks are not responsible for lost or stolen items.

**LOST & FOUND:** Any lost and found items will be put in the Lost & Found box. Before leaving, please search through the Lost & Found box for any of your items. The box will be emptied on Monday mornings.