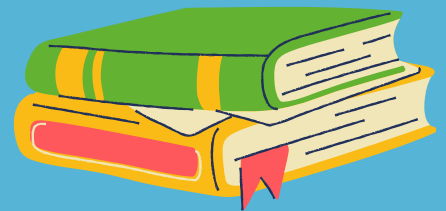
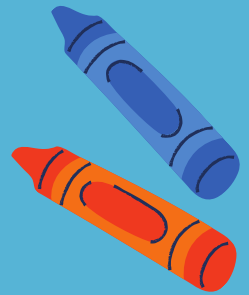




# 2024-25 After School Parent Handbook

Monday-Friday  
2:30pm-6pm



**Hollenbeck Recreation Center**

Office: (323)261-0113

415 S. St. Louis St., Los Angeles, CA 90033

Email: [hollenbeck.recreationcenter@lacity.org](mailto:hollenbeck.recreationcenter@lacity.org)



# After-School Club 2024-25

The information and dates in this handbook are subject to change.

Thank you for selecting the 2024-25 After-School Club at Hollenbeck Recreation Center as your destination for your after-school care. To ensure the safety and well-being of the participants, we ask that you go over the following policies, procedures and general information with your child and family members to have a smooth and successful program. The staff has scheduled and organized fun activities throughout each session and look forward to providing a positive experience.

The program is designed for children ages 5-12 years old. Five year olds must be in Kindergarten or beginning 1st grade. The staff ratio is 1:10 participants. They are committed to providing a fun and safe learning program for all participants. We offer supervised activities such as assistance with homework; arts and crafts; indoor games; cooking; and outdoor play. Parents will be responsible for checking their child’s homework.

Program hours are from 2:30pm-6:00pm on Monday’s, Wednesday’s, Thursday’s and Friday’s. Tuesday’s hours are from 1:30pm-6:00pm. Schedule of hours is subject to change for early dismissal.

### Daily Schedule

- 2:25 pm - Pick up students from school (Tuesdays 1:25pm)
- 3:00 pm - Homework
- 3:30 pm - Snack Time
- 4:30 pm - Activity of the Day
- 5:30 pm - Free Play
- 6:00 pm - End of Program

### Payment Information

Payments are due before the start of each session. **A \$10.00 late fee will be charged for any late payment, unless arrangements have been made. If payment is not received on time, the participant will not be picked up from school.** Partial payments will not be accepted. Payments must be paid in full for each session even if the participant is going to be absent. No credit will be given for other sessions.

	Dates, 2024	Payment Due
1	August 12 - August 30	August 9
2	September 2 - September 30	August 30
3	October 1 - October 31	September 30
4	November 1 - November 29	October 31
5	December 2 - December 20	November 27

	Dates, 2025	Payment Due
6	January 6 -January 31	January 3
7	February 3 - February 28	January 31
8	March 3 - March 31	February 28
9	April 1 - April 30	March 31
10	May 1 - May 30	April 30
11	June 2 - June 10	May 30

# After-School Club 2024-25

## Holidays

We are closed on the following days:

- September 2, 2024 Labor Day
- October 14, 2024 Indigenous Peoples' Day
- November 11, 2024 Veterans Day
- November 25-29 Thanksgiving break
- Dec. 16 - January 3 Winter Break
- January 20, 2025 Martin Luther King Day
- February 17, 2025 Presidents Day
- March 31, 2025 Cesar Chavez Day
- April 14 - 18 Spring Break
- April 24, 2025 Armenian Genocide Observed
- May 26, 2025 Memorial Day

## Check-in Procedures

Registered participants must meet the staff at designated locations. Once all the participants are checked in, staff will walk participants to the center. If a participant is dropped off, the parents or guardian must sign them in.

## Signing Out Procedures

Participants **must** be signed out by a parent, legal guardian or alternate person that is authorized and listed on the registration form. Please list as many people as possible that may pick up the participants from the program. Over the phone request will not be permitted for the safety of the participant. Any alternate person will also be required to show identification.

Participant will not be released to person(s) appearing to be under the influence of controlled substance ( such as alcohol, legal or illegal drugs) . Staff will contact persons listed on the emergency contact list.

## Late Pick-up Fee

A late pick-up fee of \$10.00 will be charged for the **first 15 minutes after 6:00 pm and \$1 for every minute after**. Parents, please contact the center immediately if you anticipate being late. If the participant is not picked up by 7:00pm, the participant will be considered “abandoned” and the local Police Department will be called to care for him or her.

## Out Sick or Absent

Please call the park office before noon if your child is not going to attend the After School Club or if you are picking up your child from school. If your child has left the Recreation Center or their school due to an illness (such as lice, flu, cold, etc.) a note or phone call is requested clarifying the illness has been remedied. A note must accompany the child on their first day back. A doctor's release is required for communicable diseases - i.e. hepatitis, chicken pox, strep throat, tonsillitis, pink eye, etc.

## After-School Club 2024-25

### **Snacks**

We will provide a small snack but donations are always welcomed. Children may also bring their own snack if they choose to do so.

### **Dress Code**

All participants are required to wear closed-toes shoes and comfortable clothes in order to participate in all activities. Please NO CROCS allowed. On rainy days, please send your child with an umbrella since we have to walk from the school to the park.

### **Personal Items**

The City of Los Angeles or the After School Club Program is not responsible for any lost, stolen, or broken personal items. The following are not permitted in the program: cell phones, jewelry, make-up, toys, radios, cards, video games, bicycles, scooters, hover boards, or any other personal items that may be a distraction. Please leave any of these unnecessary items listed at home and label your child's belongings.

### **Disaster Preparedness**

In the event of an earthquake or other natural disaster, it may be necessary for us to be responsible for your child for an extended period of time. We would like to be prepared to handle the situation in the best manner possible. Since we are unable to stock our facility with food other than snacks, it is important that you include a packet (one-gallon Zip-Loc bag) as part of the following emergency preparedness kit. All kits will be returned at the end of your child's session. Please include:

- An index card with your child's pertinent medical information and any necessary directions for medications.
- 72-hour supply of necessary medications.
- Change of undergarments.
- Snacks.
- Picture of family members.
- A personal item.

### **Health and Medications**

If your child has any allergies, food sensitivities, disabilities or conditions, which might impact their participation, please note these items on the health form and be sure to bring these items to the attention of the staff. If your child needs to take any medications during ASC, you must inform the staff. Please turn in these medications in the original container with instructions on the label. Staff is not permitted to dispense medication. We will remind your child to take their medicine.

### **Photographs and Movies**

We may take pictures of participants for advertising purposes or as part of a project. Please inform the staff if you do not want your child to be part of any pictures taken. We may also show a movie that is rated either G or PG. Staff discretion will be used in the selection process of PG rated movies.

# After-School Club 2024-25

## 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. HARRASSMENT OF ANY OTHER CHILDREN BY ANY PARENT OR FAMILY MEMBER IS CONSIDERED TO BE CHILD ABUSE, AND WILL BE REPORTED.

## Disciplinary Policy

The goal is to provide each child with a well-rounded, positive recreation experience in an atmosphere where they can learn new educational skills, develop new interests, and make new friends. To help us achieve this goal, we expect all who attend our program to abide by these simple set of rules that, if followed, will greatly enhance your child's participation and enjoyment of our program.

- Be POLITE - Use of profanity is prohibited. There will be no tolerance for those who use vulgar language.
- RESPECT - All campers must respect themselves, other campers, and staff.
- NOBODY GETS HURT - There will be no arguing or altercations of any kind. This includes kickings, hitting, or any unruly behavior.
- PLAY FAIRLY AND SAFELY - And obey the Recreation Staff at all times.
- TRUSTWORTHINESS - Don't lie, cheat or steal.
- RESPONSIBILITY - Do what you are supposed to do and no wandering from the premises.
- CITIZENSHIP - Do your share to make your park and community better.
- CARING - Be compassionate and show you care.
- PARTICIPATION - All participants are expected to participate in all activities.
- BUDDY UP - Participants must take a buddy with them when going to the restroom, for water, etc. and notify the staff before going anywhere.
- WEAR COMFORTABL SHOES - No sandals or Crocs. Closed toe shoes must always be worn.
- GOOD ATTITUDE - Think positively no matter what the situation is.

## Consequences/Discipline

In the event a child does not adhere to our rules and guidelines, the following 4-step re-direction procedure will be used:

1. First incident - Your child will be spoken to and redirected to another activity.
2. Second incident - A conference with the staff involved, the Recreation Coordinator, and child will be held and a note will be sent home.
3. Third incident - A meeting with the Director and parents will be held.
4. Fourth incident - The parent will be asked to pick up their child as soon as possible. A report will be issued dealing with the incidents. The Director will meet with the parents and participant to discuss the resolution of the incident or the dismissal of the camper from the program.

# After-School Club 2024-25

## Safety Phone Calls

**If the office calls for a child to be picked up because of health or safety issues, please reply within 30 minutes. and make arrangements to pick up your child within the hour. We will attempt to reach all emergency contacts listed. Please make sure you have all emergency contacts updated in order to assist us.**

## Attendance

If child is absent from school or picked up early from school , the child is not allowed to attend the After School Program.

## Refund Policy

Full refunds are only issued when the recreation center cancels the activity. A 15% cancellation fee is assessed for all refunds. After the first day of a session, the Recreation Center issues a partial refund to patrons withdrawing from the activity.

Persons with disabilities are welcome to participate in our programs. Reasonable accommodations will be made with prior arrangements. Arrangements can take up to 30 days after initial request.

Participation in fitness classes involves varying degrees of accidental injury risks. The city of Los Angeles Department of Recreation and Parks (RAP) is not responsible for any injury to any person suffered while warming up or participating in exercise and fitness classes for any reason whatsoever. Each adult participant certifies upon registration that he/she is physically capable of participating in a class. Parents and/or legal guardians are solely responsible for ensuring participants who are legal minors are physically capable of participating a class. RAP recommends that participant speak with a physician and receive a physical prior to participating in any exercise and fitness class.

Payments **MUST** be made on time and in full unless prior arrangements have been made.

Payment by cash, VISA, MasterCard, check or money order are accepted. A collection fee will be charged for each check returned by the bank.

## After-School Club 2024-25

### **PLEASE READ AND SIGN THIS AGREEMENT WITH THE CHILD AND RETURN IT TO Hollenbeck Recreation Center**

1. I agree that Hollenbeck Recreation Center is not responsible for articles of clothing or personal belongings lost or damaged by fire, theft, etc. Hollenbeck RC does not recommend participants bring expensive clothing, radios, cameras, jewelry, electronics, etc.
2. I agree that the child and his/her parents/guardians and/or relatives will abide by the rules and regulations set by Hollenbeck Recreation Center for the health, safety, and welfare of all the children.
3. I agree that Hollenbeck Recreation Center reserves the right to cancel, change, or substitute programs or activities as listed in the calendar.
4. I agree all payments will be on time and in full. Payment is due before the beginning of the month.
5. I agree to pick up my child on time and realize there will be a late fee charged.
6. I agree to help with all the discipline actions involving my children. I understand that failure to obey all the rules will result in dismissal from the program.
7. I have received and read the Parent Manual and understand and agree to follow all policies and procedures enclosed in the manual.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Parent or Guardian Printed Name

\_\_\_\_\_  
Child's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date