

AFTER SCHOOL CLUBS 2004-2005

Monday through Friday

(Non-Torrance Residents Application)

The **After School Club** is for children in grades first through eighth. The program is held on school campuses Monday through Friday, after school, until 6:00 p.m. **Late fees will be charged beginning at 6:01 p.m.**

PROGRAM CURRICULUM:

The program goals and objectives are to provide students with a safe and nurturing environment where they can build their self-esteem by strengthening their communication, team building and socialization skills.

The After School Clubs provides: homework assistance, self-esteem building games, community service projects, field trips, communication building activities, arts and crafts, sports, and snacks.

PROGRAM COST & PAYMENT POLICIES:

First Payment: \$357.00 Due with application. Covers Sept. 9 – Nov. 26, 2004.

Second Payment: Will be due November 16, 2004.

- After school fees for the second semester have not yet been determined. A notice will be sent to registered applicants regarding subsequent fees and due dates.
- Payments for the full year cannot be accepted until fees have been determined.

REGISTRATION: Begins on August 25, 2004.

THERE WILL BE NO REMINDER NOTICES OR EXTENSIONS.

METHOD OF PAYMENT: Payments can be made by check, cash, money order or credit card (Visa or MasterCard). **DO NOT MAIL CASH.** Checks and money orders should be made payable to the “**City of Torrance**”.

PAYMENT SOURCE: If payment is from two separate parties, they **MUST BOTH** accompany the application.

CANCELLATIONS/REFUNDS/INSUFFICIENT FUNDS:

- A) Cancellations must be received in writing. Refunds will be prorated. ALL refunds will be calculated on a weekly basis. Requests received in the middle of the week will be prorated from the following Monday. A service fee of 20% or a maximum of \$25.00 will be deducted from all refunds.
- B) If your payment does not clear because of insufficient funds, you will lose your space in the program. In addition to the \$25.00 returned check fee, a 20% or maximum of \$25.00 service fee will be charged if you are dropped from the program.

NON-RESIDENT REGISTRATION GUIDELINES:

The After School Program is designed for Torrance residents. Torrance residents will have first opportunity to register for the program. After the resident registration, non-Torrance residents will have an opportunity to register for any remaining spaces.

PROOF OF SCHOOL REGISTRATION:

Your child must already be registered in the school prior to registering for the program. Proof of school registration will be required at the time of registration. **An approved Torrance Unified School District**

permit will be required at the time of registration. The Torrance Parks and Recreation Department **CANNOT** assist you in getting a permit. Childcare with the Torrance Parks and Recreation Department

cannot be the reason you list for your permit since you are not eligible to enroll until you have been issued a permit.

Applications may be walked-in, faxed-in or mailed in. Applications walked-in will have **priority**. Registration is handled at the Parks and Recreation Department's Registration Office.

Applications must be accompanied by the following: 1) An approved Torrance Unified School District Permit; 2) Payment. Applications received without this information cannot be processed, even if you have previously been in the program.

Once applications are processed, receipts will be mailed. A self-addressed, stamped envelope is required. This is not required for faxed or walked-in applications.

WAITING LIST PROCEDURE:

- You will be notified, at the time you attempt to register if the program is full. You can register for a waiting list at that time. The same procedure as above will apply for getting into the program.
- If a space opens up, the applicants will then be called in the order that they are on the waiting list. Spaces will only become available if an applicant currently enrolled in the program cancels.
- Once you are called from the waiting list, you will be given three (3) working days to register. If you do not register within three (3) working days, you will be removed from the waiting list, and the next participant on the waiting list will be called. Registration fees are due at the time you register.

AFTER SCHOOL CLUB LOCATIONS:
Bert Lynn Middle School
Carr Elementary School
Casimir Middle School
Edison Elementary School
Fern/Greenwood Elementary School
Madrona Middle School
Magruder Middle School
Richardson Middle School
Torrance Elementary School
Victor Elementary School
Walteria Elementary School
Yukon Elementary School

AFTER SCHOOL CLUBS APPLICATION

(Non-Torrance Residents) 2004-2005

Walk-in Registration: Non-Torrance Residents beginning August 25, 2004

City of Torrance Parks and Recreation Department

After School Programs

3031 Torrance Boulevard

Torrance, CA 90503

Phone (310) 618-2720 / Fax (310) 781-7598

****PLEASE PRINT****

DATE _____

NAME OF SCHOOL _____ GRADE _____
(As of September 2004)

PARTICIPANT'S NAME _____
Last First

BIRTH DATE _____ Male Female

PARENT/GUARDIAN'S NAME _____
Last First

HOME PHONE _____ WORK PHONE _____

ADDRESS _____ CITY _____ ZIP _____

PAYEE'S NAME _____
Last First

HOME PHONE _____ WORK PHONE _____

ADDRESS _____ CITY _____ ZIP _____
(If different from above)

METHOD OF PAYMENT:

CHECK DRIVER'S LICENSE _____

CREDIT CARD: VISA MASTERCARD Expiration date Month/Year: _____

I hereby authorize the use of my CREDIT CARD

Print name as it appears on card _____

Signature of cardholder _____

After School Amount Included \$ _____

FOR OFFICE USE ONLY:

RECEIPT # _____

DATE: _____

Have you included the following:

(Check each box)

- Completed application**
- Proof of residency**
- Proof of school registration**
- Payment**
- Self-addressed stamped envelope**

I have read the After School Program application. I understand that the policies listed in this application will be strictly enforced.

Print Name: _____

Signature: _____

AFTER and BEFORE SCHOOL CLUBS EMERGENCY FORM

In order to complete the registration process, you must submit an Emergency Form no later than 5 p.m. Wednesday, September 1, 2004. Your child will not be allowed to attend the After School Program unless this form is received. The Emergency Form will be mailed to you along with your receipt.

Fax-in: (310) 781-7598

**Walk-in: Monday through Thursday, and
Alternating Fridays 7:30 a.m. to 5:30 p.m.**

Mail-in:

**City of Torrance Parks and Recreation Department
After School School Programs
3031 Torrance Boulevard
Torrance, CA 90503**

AFTER SCHOOL CLUBS PARENT MEETING

A mandatory parent meeting will be held on Thursday, September 9, 2004. All meetings will be held in the cafeteria at your child's school, except Casimir, which will be held in the Band Room and Fern/Greenwood, which will be held at Greenwood Park. The scheduled is as follows:

ELEMENTARY SCHOOL Is at 6:00 p.m.

MIDDLE SCHOOL First Session is at 6:00 p.m.

Second session is at 6:30 p.m.

The second session is ONLY for

Parents that have children in both the Middle School and Elementary School After School Clubs.