

## **AFTER SCHOOL CLUBS 2004-2005**

### **Monday through Friday**

(Torrance Residents Only)

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: \$293.00 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.

**MAIL-IN /FAX-IN REGISTRATION: July 7, 2004 through July 21, 2004.**

**WALK-IN REGISTRATION: Begins August 11, 2004.**

THERE WILL BE NO REMINDER NOTICES OR EXTENSIONS.

**SCHOLARSHIPS:** Scholarship applicants must have their scholarship approved AT LEAST ONE WEEK PRIOR to turning in a registration form. Scholarship applications are available at the Parks and Recreation Registration Office. Applicants must provide proof of residency and a copy of their tax return or proof of income. Application process takes up to three days for approval. You will be notified by phone.

**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. Applications with partial payment will not be accepted.

## **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 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.

## **REGISTRATION GUIDELINES:**

Applications are accepted on a first come, first served basis. Registration is handled at the Parks and Recreation Department's Registration Office.

Applications postmarked before July 7, 2004 and after July 21, 2004 **WILL BE MAILED BACK TO YOU. ALL** applications **MUST** be accompanied by: 1) Current Proof of Residency, 2) Proof of School Registration and 3) Payment (faxed applications **MUST** include credit card information with signature). **Applications received without this information cannot be processed, even if you have previously been in the program.**

Permits must be approved prior to signing up for the program. The City of Torrance Parks and Recreation Department cannot assist you with obtaining a permit. The After School Program cannot be listed as your reason for obtaining the permit since you will only be allowed to enroll in the program after the permit is granted.

Participants that have been granted Intradistrict permits will be required to provide a copy each year with their application. (Please send photocopy as originals will not be returned.)

Once applications are processed, receipts will be mailed. A self-addressed, stamped envelope is required. This is not required for faxed applications. If you do not receive your receipt by August 5, 2004, please call the Registration Office at (310) 618-2720.

## **RESIDENT INFORMATION:**

**A) PROOF OF RESIDENCY:** Proof of residency will be required at the time of registration. Acceptable forms of proof are: Car registration, car insurance, California driver's license, or a recent utility bill (phone bills will not be accepted). Your address must be current and reflect the home school your child attends. (Please send photocopy as originals will not be returned.)

**NOTE:** Individuals with the **zip code 90502** or who live **East** of Western, are **NOT** considered Torrance residents.

**B) 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. Acceptable forms of proof include: most recent report card, school ID or school acceptance letter. New 6<sup>th</sup> grade students must provide a copy of their 5<sup>th</sup> grade year end report card.

**C) NOTE:** Most schools are closed during the summer. Obtain your proof of registration prior to the end of the school year. Your child's report card is an excellent form of proof.

**WAITING LIST PROCEDURE:**

Once the program has reached capacity, applicants are placed on a waiting list. **If the program is filled during mail-in registration:**

- Applicants will receive notice by mail that they have been placed on a waiting list and what number they are on the list. Checks will be returned to you by mail. 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.

**If the program is filled during walk-in registration:**

- You will be notified at the time you attempt to register if the program is full. You can sign-up for a waiting list at that time. The same procedure as above will apply for getting into the program.

<b>AFTER SCHOOL CLUB LOCATIONS:</b>
Bert Lynn Middle School
Carr Elementary School
Casimir Middle School
Edison Elementary School
Fern/Greenwood Elementary School
Hull Middle 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 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 8:00 a.m. to 5:00 p.m.

**Mail-in:**

City of Torrance Parks and Recreation Department  
After 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.

**AFTER SCHOOL CLUBS APPLICATION**  
**(Torrance Residents) 2004-2005**

**Mail-in/Fax-in Registration: July 7 through July 21, 2004**  
**Walk-in Registration begins August 11, 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: _____
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## 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:** \_\_\_\_\_