

AFTER SCHOOL CLUBS 2005-2006

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:

After School: \$12870.00 per year (Payable all at once or in three installments)

First Payment: \$429.00 due with application. Covers: Sept. 8 – Dec. 2, 2005.

Second Payment: \$429.00 Due November 28, 2005. Covers: Dec. 5, 05 – Mar.17, 2006.

Third Payment: \$429.00 Due March 13, 2006. Covers: March 20 – June 22, 2006.

REGISTRATION: Begins on August 30, 2005. WALK-IN ONLY (do not mail or fax application)

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).

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 Community Services 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 must be walked-in. Do not fax or mail in your application. Registration is handled at the Community Services Department 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.

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. Please be sure to notify the Registration Office if your address or phone number changes.

AFTER SCHOOL CLUB LOCATIONS:
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 APPLICATION

(Non-Torrance Residents) 2005-2006

Walk-in Registration: Non-Torrance Residents beginning August 30, 2005

City of Torrance Community Services 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 2005)

PARTICIPANT'S NAME _____

Last

First

BIRTH DATE _____

Male

Female

PARENT/GUARDIAN'S NAME _____

Last

First

HOME PHONE _____ WORK PHONE _____

ADDRESS _____ CITY _____ ZIP _____

EMAIL ADDRESS _____

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 _____

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, August 31, 2005. 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 Community Services 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 8, 2005. 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 schedule 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.