AFTER SCHOOL CLUBS 2005-2006
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:
After School: $1092.00 per year (Payable all at once or in three installments)
First Payment: $364.00 Due with application. Covers Sept. 8 – Dec. 2, 2005.
Second Payment: $364.00 Due Nov. 28, 2005. Covers Dec. 5, 2005- March 17, 2006.
Third Payment: $364.00 Due March 13, 2006. Covers March 20 – June 22, 2006.

MAIL-IN /FAX-IN REGISTRATION: July 12, 2005 through July 26, 2005.
WALK-IN REGISTRATION: Begins August 23, 2005.

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 Community Services Department 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. **Applications must be re-submitted each quarter (at least one-week before payments are due).**

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 Community Services Department Registration Office.

Applications postmarked before July 12, 2005 and after July 26, 2005 **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.**

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 15, 2005, 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 6th grade students must provide a copy of their 5th 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. Please be sure to notify the registration office if your phone number or address changes.

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.

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

(Torrance Residents) 2005-2006

Mail-in/Fax-in Registration: July 12 through July 26, 2005
Walk-in Registration begins August 23, 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 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
<u>After School Programs</u>
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 <u>ONLY</u> for Parents that have children in both the Middle School and Elementary School After School Clubs.