



## 2016-2017 AFTER SCHOOL CLUB PROGRAM TORRANCE RESIDENT 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 provide homework time, games, community service projects, field trips, arts and crafts, sports and a variety of other activities. A daily snack is provided.

**PROGRAM LOCATIONS:** Participants must attend the same school of the program location.

Elementary Schools

- Arnold Elementary School
- Carr Elementary School
- Edison Elementary School
- Fern/Greenwood Elementary School
- Torrance Elementary School
- Victor Elementary School
- Walteria Elementary School
- Yukon Elementary School

Middle Schools

- Bert Lynn Middle School
- Casimir Middle School
- Hull Middle School
- Jefferson Middle School
- Madrona Middle School
- Magruder Middle School
- Richardson Middle School

**PROGRAM COST AND PAYMENT POLICIES:**

<b>First Payment:</b>	\$481.00 due with application	Covers Sept. 8 – Dec. 2, 2016
<b>Second Payment:</b>	\$481.00 due Nov. 14, 2016	Covers Dec. 5, 2016 – March 17, 2017
<b>Third Payment:</b>	\$481.00 due March 6, 2017	Covers March 20 – June 22, 2017

**THERE WILL BE NO REMINDER NOTICES OR EXTENSIONS FOR PAYMENTS.**

**REGISTRATION: MAIL-IN/FAX-IN REGISTRATION: July 18-29, 2016**  
**WALK-IN REGISTRATION: Begins August 16, 2016**

Mail in and fax in registrations will be returned if postmarked or received prior to July 18 or after July 29, 2016. The Registration Office will be closed on September 2, 5, 16 and 30, 2016.

**SCHOLARSHIPS:** A limited number of scholarships are available. Scholarship applicants must have their scholarship approved at least two weeks 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 current proof of income. You will be notified by mail. Scholarships are awarded once per year.

**METHOD OF PAYMENT:** Payments can be made by check, cash, money order or credit card (Visa MasterCard, American Express or Discover). Please 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:**

- ◆ Cancellations must be received in writing. Refunds will be prorated. ALL refunds will be calculated on a weekly basis. Requests received once the week has begun will be prorated from the following Monday. A service fee of 20% or maximum of \$25.00 will be deducted from all refunds.
- ◆ 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 according to date sent (not by time). Registration is handled at the Community Services Department Registration Office. The Registration Office will be closed on July 4, 8 and 22, August 5 and 19 and September 2, 5, 16 and 30, 2016.

ALL applications must be accompanied by:

1. Current Proof of Residency (see below for additional information)
2. Proof of School Registration (see below for additional information)
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.

Once applications are processed, receipts will be mailed after August 1, 2016. A self-addressed, stamped envelope is required. This is not required for faxed applications. If you do not receive your receipt by August 9, 2016, please call the Registration Office at (310) 618-2720.

## **RESIDENT INFORMATION**

**CURRENT 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 codes 90502 and 90501 and live east of Western, are not considered Torrance residents.

**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, report card envelope, school ID or school acceptance letter. New 6th grade students must provide a copy of their 5th grade year end report card. 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.)

**NOTE:** Most schools are closed during the summer. Obtain your proof of school registration prior to the end of the school year. Your child's end of year report card or the report card envelope is an excellent form of proof if your address reflects the home school your child attends.

**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 notified by phone in the order that they have been placed 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.

**EMERGENCY FORMS:** In order to complete the registration process, you must submit an Emergency Form no later than 5:00 p.m. Tuesday, September 6, 2016. Your child will not be allowed to attend the After School Club Program unless this form is received. The Emergency Form will be mailed to you along with your receipt. If your child requires medication during the program or has a severe allergy, you are required to complete the additional forms and turn them in prior to the start of the program. For additional information, please call (310) 618-2983, or visit: [www.TorranceCA.Gov/AfterSchool](http://www.TorranceCA.Gov/AfterSchool).

Emergency Forms can be turned in the following ways:

**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  
Attn: After School Programs  
3031 Torrance Boulevard  
Torrance, CA 90503

**PARENT/GUARDIAN MEETINGS:** A mandatory parent/guardian meeting will be held on Thursday, September 8, 2016. All meetings will be held in the After School Club location at the school, with the exception of Fern, whose meeting will be held at Greenwood Park. Due to the modernization of several school campuses, exact room locations will not be available to staff until late summer.

All parent/guardian meetings will begin at 6:00 p.m. For parents/guardians with children in both the elementary and middle schools, a second meeting will be held at the middle school at 6:30 p.m.

Please include the following when sending in your application:

- ◆ Completed application
- ◆ Proof of residency
- ◆ Proof of school registration
- ◆ Payment (If using a credit card, please include expiration date, security code and signature. If paying by check, please make checks out to "City of Torrance.")
- ◆ Self-addressed stamped envelope (not required for faxes)



## TORRANCE RESIDENT AFTER SCHOOL CLUB APPLICATION 2016-2017

Mail-in/Fax-in Registration: July 18-29, 2016 • Walk-in Registration: August 16, 2016

**DATE:** \_\_\_\_\_

NAME OF SCHOOL: _____		GRADE: _____	
		(As of September 2016)	
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: _____
<small>(If different from above)</small>			

<b>METHOD OF PAYMENT:</b>			
Ⓒ CHECK		DRIVER'S LICENSE NUMBER: _____	
Ⓒ CREDIT CARD	Ⓒ VISA	Ⓒ MASTERCARD	Ⓒ American Express
Ⓒ Discover			
CREDIT CARD #: _____			
Expiration date: ____/____ I authorize the use of my credit card in the amount of: \$ _____			
Print name as it appears on card: _____			
Cardholder signature: _____			Date: _____

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

**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
*(Applications will not be processed without a signature or if information is missing as stated above.)*

For Office Use Only: Receipt Number: _____	Transaction Date: _____	Start Date: _____
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