

City of Torrance Community Services Department • RECREATION DIVISION

(310) 618-2930 • www.Recreation.TorranceCA.gov

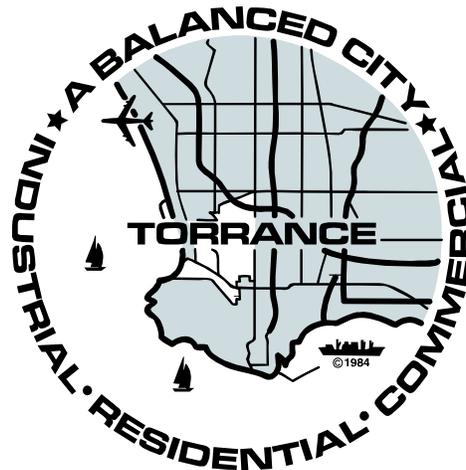
“Creating and Enriching Community through People, Parks and Partnerships”

2020-2021

After School in the Parks

Parent/Guardian and

Participant Handbook



2020-2021 After School in the Parks Parent/Guardian and Participant Handbook

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Welcome to the City of Torrance Community Services Department After School in the Parks Program! The purpose of this handbook is to familiarize you with the policies and procedures that govern the After School in the Parks Program. It is our hope that the information listed within this handbook will make your experience more enjoyable. In an effort to continue offering the quality of programming within each of the programs, regulations must be strictly enforced.

Due to the COVID-19 pandemic, and to ensure the safety of participants and staff, we have made several changes to our previous After School Club program. After School in the Parks adheres to the Protocols for Programs Providing Day Care for School-Aged Children published by the Los Angeles County Department of Public Health: <http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ChildCareSchoolAgedChildren.pdf>

In the event that procedures are updated during the program, you will be notified. Additional forms and Monthly Newsletters are posted online at www.TorranceCA.Gov/AfterSchool.

We welcome your comments and suggestions. Please feel free to contact us at any time.

We look forward to a successful program!

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Department Vision, Mission, Values and Program Goals



City of Torrance COMMUNITY SERVICES DEPARTMENT

VISION

Creating and Enriching Community through People,
Programs and Partnerships

MISSION

The Community Services Department is committed to providing quality services, activities, programs and facilities for all those who live, learn, work and play in the City of Torrance.

VALUES

The Community Services Department will:

- Deliver services with integrity and honesty respecting our users
- Foster lifelong learning and personal development
- Cultivate joy, delight and wonder
- Embrace diversity and offer equal access to services and programs
- Incorporate innovation and adopt new technologies to extend, expand and enhance services
- Be responsible stewards of City resources
- Provide opportunities for civic participation and contribution
- Recognize and celebrate staff accomplishments and successes

AFTER SCHOOL IN THE PARKS PROGRAM GOALS

- To provide participants with a safe and nurturing environment for individual needs
- To provide opportunities for self-discovery, socialization, team building and positive interactions
- To introduce youth to a variety of leisure activities

After School in the Parks General Information

Locations

El Retiro Park	126 Vista del Parque	
Park Room	(310) 373-9474	
Rotary Room	(310) 953-2379	
Greenwood Park	1520 Greenwood Avenue	
Kitchen	(310) 328-8254	
Ceramics Room	(310) 953-1797	
McMaster Park	3624 Artesia Blvd.	(310) 618-2334

City Hall Phone Numbers

Community Services Department	(310) 618-2930
Registration Office	(310) 618-2720

Registration Information

Registration for will be online only at <https://www.torranceca.gov/our-city/cultural-services/registration>. The Registration Office can be reached at (310) 618-2720 and is closed to walk in customers as of 9/14/20.

After School in the Parks Hours

The program meets Monday through Friday from 2:30 p.m. to 5:30 p.m. The After School in the Parks Program follows the Torrance Unified School District's Student Free Day and holiday calendar. The program is closed when the schools are not in session. Prices reflect resident/non-resident fees.

Tax ID Number

The City's Tax ID Number is 95-6000803. This is also located on your receipt. After School in the Parks staff are not allowed to sign any documents for reimbursement from employers. Please contact the Registration Office at (310) 618-2720 to obtain any signatures required for reimbursement.

Staff

Each site has a Community Services Leader III and Community Services Leader II for an approximate ratio of one staff to ten participants. All staff undergo a background check at the time of hire.

Late Fees

A \$10.00 late fee will be charged per child for every fifteen minute interval. Late fees are charged per participant. There is no grace period. The clock at the park facility will be used to determine the time. The program ends at 5:30 p.m. A late fee will be charged per participant beginning at 5:31 p.m. The clock at the facility will be used to determine the time. The late fee is \$10 for every fifteen minute interval or portion thereof that the participant is late being picked up. For example: pick up between 5:31 and 5:46 p.m. is a \$10 late fee; pick up between 5:47 and 6:00 p.m. is a \$20 late fee.

If a participant is picked up late on three occasions, it may be grounds for suspension from the After School in the Parks program until arrangements can be made to ensure that the participant is picked up on time. Once the participant returns to the program, if they are picked up late again, the participant will be expelled from the program. Emergencies will be taken into consideration. A child can be expelled from the program in the event of an extremely late pick up, even if it is their first time being picked up late. **If a participant has not been picked up by 6:00 p.m., the Torrance Police Department will be notified. This can result in expulsion from the program, even if it is the first time picking up late.**

Program Structure

Each After School in the Parks site will have a unique program and activities may vary each day. Below is a general schedule:

- 2:30-3:00: Homework time and snacks
- 3:00-5:15: Indoor and outdoor games, activities and crafts
- 5:15-5:30: Indoor games and activities

Activities

- Each month parents/guardians will receive a session Newsletter with the planned activities scheduled at the program. Newsletters are also available on our web page www.TorranceCA.Gov/AfterSchool.
- Activities will be scheduled around various themes throughout the session. Participants have the opportunity to provide their input and assist staff with planning activities that reflect the theme.
- Scheduled activities are subject to change when necessary.

Homework

- Homework time lasts approximately 30 minutes. Participants can bring their tablet or laptop to work on homework only. Park buildings are not equipped with wi-fi.
- Staff will assist participants; however, because of the approximate staff to participant ratio of one staff to ten, they will not receive one on one tutoring.
- Staff can assist with homework but cannot guarantee that all homework will be correct or finished. Staff are not responsible for correcting homework.
- Participants should bring all their own supplies (i.e. pencils, erasers, paper and books, etc).

Snacks

Snacks are not provided by the program. Participants should bring their own snacks. There will be a time for participants to have snack during the first half hour of the program. Participants will not share snacks with one another unless they are members of the same household.

Please notify staff of special dietary restrictions and food allergies. If your child has a severe food allergy, a Severe Allergy Form will be required. The Severe Allergy Medication Policy is available online (www.TorranceCA.Gov/AfterSchool), at the program site and at the Recreation Division Office.

Movies

- Movies may be shown once per session. Most movies are G rated.
- Participants are not required to watch the movie. Participants will be allowed to do an alternative activity during the movie.

Video Games

Special Video Game Days may be scheduled. The video games are rated E. Participation in Video Game Day is an optional privilege. Alternate activities will be scheduled on Video Game Day for individuals not participating. The only exception will be on Electronics Day, which will be scheduled in advance. Staff will provide a list of appropriate items children can bring. Cell phones can be used on Electronics Day for games. Texting, phone calls and internet use are not allowed.

Policies and Procedures

COVID-19 Related Information

Due to the COVID-19 pandemic, and to ensure the safety of participants and staff, we have made several changes to our After School in the Parks program.

- Each park room is limited to ten participants with two staff. Every attempt will be made to schedule the same two staff each day.
- Staff will clean and disinfect high touch areas and shared equipment throughout the day. Additional cleaning will take place before and after the program each day.
- Participants will be reminded to wash their hands for at least 20 seconds before eating and throughout the day. Soap and paper towels will be provided.
- Hand sanitizer with at least 60% ethyl alcohol will be provided.
- Participants will be asked health screening questions prior to entering the building each day. Temperatures will be taken with no touch thermometers. If a participant has a fever of 100.4 degrees or higher, they will not be allowed to attend the program. Participants should not return to the program until they are fever free, without medication, for 24 hours and 10 days since the symptoms first appeared.
- Participants and staff will wear face coverings during the program. Participants will need to provide their own face covering.
- Participants are reminded to maintain social distancing of six feet with other participants and staff. Participants from the same household can be closer together. Staff may momentarily come closer as necessary to assist participants.
- Park playground equipment will not be used by participants.
- Participants will have their own craft supplies: markers, scissors, glue, etc.
- Participants may bring their own snacks each day. Snacks will not be provided by the program.
- Sign in and out will take place at the door or outside of the program room, and new procedures will be implemented.

Notification of Special Needs

Please notify staff if your child has any special needs, allergies, behavioral concerns, etc. and provide complete information on the Participant Emergency Form. If a child has a severe allergy and/or requires medication while at the program, a Severe Allergy Form and/or Medication Policy will be required. Staff will review the Participant Emergency Forms, Severe Allergy Forms and Medication Policies of all children as they are turned in. (Please refer to page 12 for additional information regarding this topic.)

The City of Torrance provides a staff to participant ratio of approximately 1 to 10. Staff facilitate planned activities and supervise free play among the participants. Staff are not able to provide one on one care for any child except on an intermittent basis, such as injuries and disciplinary issues. We strive to balance the needs of each child with the needs of all participants. If the child has an aide, the aide will be responsible for registering as a volunteer with the City prior to the start of the program.

Mandated Reporting

City of Torrance Community Services Department employees are mandated to report any suspected cases of child abuse or neglect directly to the appropriate authorities for investigation.

What Participants Should Bring to the Program

- A bin with a lid to store any belongings. The bin will go home with the child each day.
- Water and snacks
- Participants must wear closed toe tennis shoes each day.

What Not to Bring to After School in the Parks

The City of Torrance Community Services Department is not responsible for lost, stolen or damaged items of the participants. Participants may not bring any form of drugs, alcohol or weapons to the program. We do not allow cell phones, music players, laptop computers, headphones, pagers, video games, personal and/or electronic toys, bicycles, rollerblades, skateboards or scooters; snacks that require cooking; games such as Yu-Gi-Oh, Pokemon or Bakugon. The only exception will be on Electronics Day, which will be scheduled in advance. Staff will provide a list of appropriate items children can bring.

Cell Phones

Cell phone use by participants is prohibited. Staff will immediately confiscate any cell phone being used and return it at the end of the day. This policy is designed to help all participants remain engaged and have a more meaningful experience while at the program. Parents/Guardians are advised to call the site if there is an emergency. Please assist us in this area by refraining from calling or texting your child's cell phone during program hours. Cell phones can be used on Electronics Day for games. Texting, phone calls and internet use are not allowed.

Lost and Found/Damaged Items

Lost and found items will be kept at each site. Lost items will be held for two weeks. The City of Torrance Community Services Department and/or its employees are not responsible for lost, stolen or damaged items. We strongly encourage participants to have their name written on all of their property.

Participant Emergency Forms

These forms are required for each participant and are kept at each program site. Please keep this information current, as the forms contain emergency contact information and an authorized list of adults allowed to pick up your child. You are encouraged to list anyone who might pick up your child, especially in case of an emergency. Phone calls will not be accepted. Adults 18 years of age and older who are listed will be allowed to sign out participants, in addition to parents and legal guardians. Court documents will need to be provided in the event that a parent/guardian is not permitted to pick up a child. Please see page 7 for additional information.

Toilet Training

Children must be fully toilet trained to participate in the After School in the Parks program. If a child does not meet this goal or has frequent accidents, they may be removed from the program and not able to return until they are able to use the restroom independently.

Absent Participants

Refunds will not be given for days missed.

Participant Sign In and Out

Each day when you sign your child in and out, please check for any new information or notices at the sign in/out tables. Parents and guardians dropping off and picking up children must wear a face covering. Please maintain social distancing of 6 feet during sign in and out.

Participant Sign-In

- All participants must be signed in by those authorized adults 18 years of age or older who are listed on the Participant Emergency Form.
- Sign in will take place outside or at the door of the program room. Only participants will be allowed to enter the room.
- A parent/guardian or their authorized designee must drop off participants.
- Once a participant is signed in at the program, they are considered to be part of the program that day. They will not be allowed to leave without being properly signed out.
- Please practice social distancing if there is a line.
- Participants will be asked health screening questions, and their temperature will be taken prior to entering the program each day. Please allow extra time for health screenings.

Participant Sign-Out

- Parents/guardians should list everyone that might pick up their child on the Participant Emergency Form. No phone calls will be accepted. Participants must be picked up by an authorized adult 18 years of age or older.
- Staff will identify the adult picking up the participant and sign them out on the sign out sheet.
- Parent/guardians or their authorized designee must pick up the participant immediately upon arrival to the site. Parent/guardians will not be allowed to hang out or visit with their child at the program. Be prepared to present government issued identification when signing out a child.
- Once a participant is signed in at the program, they are considered to be part of the program that day. They will not be allowed to leave without being properly signed out.
- Once a child is signed out of the program, they will not be allowed to return on that day.
- If a participant leaves the program grounds without permission, they may be expelled.
- Late fees will be issued per child if they are picked up late. Please see the Late Pick Up and Early Drop Off section on page 3 of this handbook for more information. The site clock will be used to determine late pick up or early drop off fees.

If a participant has not been picked up by 6:00 p.m. and there has not been contact with parents/guardians, the Torrance Police Department will be notified. This can result in expulsion from the program, even if it is the first time picking up late.

Separated/Divorced Parents/Guardians:

- Parents/Guardians that are separated or divorced will need to provide copies of a signed court order if there are any restrictions regarding their child. Without a signed court order, staff will be required to release the child to either parent/guardian or whoever they authorize to pick up the participant.
- Staff cannot get involved in personal matters. To avoid putting staff in a difficult situation, please do not share personal information unrelated to the program with staff.
- Staff will not deliver messages between separated/divorced parents/guardians.
- Staff are not allowed to give out copies of After School in the Parks documents (i.e. Accident Reports or Attendance Sheets). Copies of these forms can be obtained by contacting the City Clerk's Office.

- Any issues related to the child will be discussed with the adult who picks up the participant that day. Separated/divorced parents will need to develop their own method of sharing information.
- Any written material mailed out from the Community Services Department Office will be mailed to the individual that paid for the child's registration.
- To avoid any disruption of programming and allow participants to remain engaged in the program, parents/guardians are asked not to visit with their child or make social phone calls to their child while they are at the After School in the Parks program.

Program Rules and Discipline Guidelines and Procedures

After School in the Parks Rules

The After School in the Parks Rules include, but are not limited to the following:

1. No physical fighting or intentionally causing physical or emotional harm to anyone.
2. No use of profanity or inappropriate comments.
3. Participants must wear a face covering while at the program.
4. Participants must stay in assigned areas and maintain social distancing of 6 feet between other participants and staff. Children from the same household are an exception.
5. No inappropriate behavior or gestures.
6. No stealing, cheating or lying.
7. Participants must respect After School in the Parks program property and supplies, as well as other participants' property.
8. Participants must listen to direction from staff.
9. Participants must respect staff and other participants.
10. Participants must stay in assigned areas.
11. Participants must keep their hands to themselves.
12. No damaging or defacing of property (including After School in the Parks program facility and personal property).
13. Participants must not bring items from the "What Not to Bring List".

Disciplinary Procedures

Our discipline procedure is very basic and allows children the opportunity to choose a behavior that is most beneficial to their daily experience. When a child makes a committed choice to not follow directions and refuse our methods of discipline, we have lost the ability to provide a good experience for that child. In addition, it causes unnecessary interruptions for other children and staff. We reserve the right to review each disciplinary problem based on the severity of the infraction.

The After School in the Parks is designed for children who can function in a recreation setting at a ratio of one staff to ten participants. The staff to participant ratio prohibits the staff from being able to handle excessive behavior problems. Following program policies and rules provides participants with an atmosphere of support which includes clearly set guidelines and therefore, ensures that each participant's experience will be positive. We must balance the needs of each child with the needs of all children. Please see page 5 for additional information regarding participants with special needs.

It is program policy to discuss consequences and discipline of participants only with their parent/guardian. We do not share consequences or discipline with other parents/guardians.

Disciplinary Steps

- **Depending on the severity of the offense, a participant may be immediately suspended or permanently expelled from the After School in the Parks program upon the first offense if their behavior is not conducive to maintain a safe and wholesome environment.**
- Staff will inform participant of the rule(s) that have been broken. If the behavior persists, the participant will be asked a second time to discontinue their actions. After that, they may be placed in time out or lose privileges. Time out lasts anywhere from 1 to 15 minutes and requires the child to sit quietly, apart from the group (within staff view). Staff will notify the parent/guardian.
- If the same behavior or other disruptive behaviors continue to take place, causing a strain on the flow of activities for other participants, a Consequence Form will be issued, and the parent/guardian will be notified by phone. The Consequence Form will indicate what behavior

occurred and the consequence(s) associated with the behavior. The information will be discussed with the parent/guardian at pick up. A participant may be required to be picked up early (within 30 minutes of the phone call) depending on the severity of the rule(s) broken.

- If there are further incidents, the participant will receive a suspension or be expelled from the program. The length of the suspension will be based on the severity of the offense. If a participant is expelled from the After School in the Parks Program, they will not be eligible to sign up for the City of Torrance After School in the Parks, After School Club, Mini Kids Club or Day Camp programs in the future. Parents/Guardians will not receive a refund if their child is suspended or expelled.
- Additionally, abrasive behavior from parents or guardians can result in the child being excused from the program.
- More severe behaviors (including but not limited to physical assault, threats, fighting or biting), possession of any type of item which may injure or harm anyone, theft and vandalism will not be tolerated. Any violation can result in expulsion, even if it the first offense. Any child who brings alcohol, drugs or weapons to the program will be expelled from the program.

Consequence Forms

If your child receives a Consequence Form, it will become part of their permanent file and will carry over from year to year. This includes Consequence Forms from the Day Camp and Mini Kids Club programs. If a child receives a cumulative total of four Consequence Forms, they will be expelled from the program.

If a participant is expelled from the After School in the Parks Program, they will not be eligible to sign up for the City of Torrance After School in the Parks, After School Club, Mini Kids Club or Day Camp programs in the future. Parents/Guardians will not receive a refund if their child is suspended or expelled.

Bullying

Bullying is any intentional hurtful act, committed by one or more persons against another. Types of bullying include, but are not limited to, physical, verbal or relational and will not be tolerated. Any child who is found bullying another participant will receive a time-out and a parent/guardian conference on the first offense. A second offense for bullying is grounds for a Consequence Form and suspension.

Verbal/Physical Intervention

Staff have a responsibility to maintain a safe and orderly environment for the public, program participants and for themselves while in City programs and at City facilities. In situations where harm might come to a member of the public, program participants or to staff themselves, staff is expected to intervene when they can and/or feel appropriately safe to do so. In the event staff does not feel safe, they are expected to contact the proper authorities (i.e. a Supervisor or Police Officer) immediately so that appropriate action can be taken.

If a situation is escalating, or is occurring, staff are expected to *verbally* intervene when possible. If they feel safe to do so or as stated above, they will contact the proper authorities. Staff should **NOT** put their hands on a child or on any program participant or member of the public. However, in a situation where physical intervention is immediately necessary (i.e. to keep a program participant from harming themselves or another person), staff may physically intervene, only when absolutely necessary. If a situation such as this occurs at the program, the parent/guardian will be contacted immediately.

Sick Participants and Medication Policies

Daily Health Screening

Every participant will be screened for COVID-19 symptoms by asking the following questions prior to entering the program each day. These questions may be updated throughout the program when new guidance is published by the Los Angeles County Department of Health.

- Have you had close contact with anyone who has COVID-19 symptoms or a positive test within the last 24 hours?
- Are you experiencing a cough, shortness of breath, difficulty breathing, fever or chills?
- Are you experiencing fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose?
- Have you experienced nausea, vomiting or diarrhea in the last 24 hours?

Participants will also have their temperature checked by staff each day. Participants with a temperature of 100.4 degrees will not be permitted into the program. Participants should not return to the program until they are fever free, without medication, for 24 hours and 10 days since the symptoms first appeared.

Sick or Injured Participant

If your child is exhibiting any sign or symptoms of illness, such as a runny nose, continual cough, fever or other illness-related side effects, please be considerate to others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they should return to the program. In order to provide quality care for the participants, we want to provide a sanitary environment for the children and our staff.

- Keep your phone number and emergency contact numbers up-to-date on the Participant Emergency Form.
- Our programs are not set up to handle sick children. If your child becomes ill (especially with, but not limited to fever or vomiting), you will be contacted to come and pick up your child immediately. If you cannot be reached, we will contact someone on the Emergency Form.
- If your child receives a minor injury, such as a scraped knee, the staff will administer basic first aid (i.e., wash injured area and provide a Band-Aid) and will inform you of the incident when you pick up your child.
- If your child receives a more serious injury, staff will take whatever steps are necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to:
 - Attempt to contact a parent/guardian to inform you and to give you the opportunity to take your child to a physician.
 - Attempt to contact you through any person listed on the Participant Emergency Form.
 - If we cannot contact you or your child needs immediate attention, we will call 911.
- Please do not send your child to the program if they have pink eye, lice or chicken pox. If staff observe what appears to be pink eye, lice in a child's hair or what appears to be chicken pox, the parent/guardian will be called to pick up the child. A letter will be sent to all parents/guardians notifying them of possible exposure to lice and/or chicken pox.
- To ensure the safety of the injured child and of all campers, staff will use their discretion, along with the medical limitations of the participant, when determining participation in activities. For example, participants wearing a cast will not be allowed to play certain games.

Medication Policy

The City of Torrance Community Services Department has established a Student Medication Policy for parents/guardians, participants and staff to follow when a participant needs to take medication during the program. This policy is for participants that are able to administer their own medication. Parents/guardians will need to submit the completed forms prior to the child's first day in the After School in the Parks Program. The Medication Policy is available online (www.TorranceCA.Gov/AfterSchool), at the program site and at the Community Services Department, Recreation Division Office.

Severe Allergy Medication Policy

The Department has established a separate Severe Allergy Medication Policy for dealing with participants with severe allergies. A "Severe Allergy" is defined as an allergy that would pose a life threatening danger without immediate medical assistance. "Immediate" is defined as the need for assistance in less time than it would take for the paramedics to arrive. Parents/guardians will need to submit the completed forms prior to the participant's first day at the After School in the Parks Program. The Severe Allergy Medication Policy is available online (www.TorranceCA.Gov/AfterSchool), at the program site and at the Community Services Department, Recreation Division Office.

Parent/Guardian Communication

Communication and Information Updates

- The telephone at the After School in the Parks Program is for emergency use and for official program business only. The phone line must be kept open so that After School in the Parks staff can be reached in the event of an emergency. Social phone calls to participants will not be allowed.
- Participants will be allowed to use the phone to call their parent/guardian if there is a situation that needs immediate attention.
- If you need to speak to your child, please call the site, not your child's cell phone.
- Parents/Guardians must notify staff if their address or phone number changes. Parents/Guardians should provide their cell phone and/or work number on the Participant's Emergency Form to assist staff in contacting you quickly.
- Participants are not allowed to use cell phones while at the program.

Staff and Participant Interaction

Staff members are not allowed to contact participants outside of program activities. This includes, but is not limited to letters, emails, social networking sites (myspace.com, facebook.com, twitter.com, instagram.com, Snapchat app, Tik Tok app, etc.), telephone calls, text messages and visits. Staff members may not baby-sit, transport or walk home any program participants. Please do not put staff in an awkward position by asking them to baby-sit, transport or walk your child home.

Visitation

Due to the COVID-19 pandemic, we are not able to accommodate visitors at the After School in the Parks Program. Entrance to the program rooms are limited to staff and program participants.

Parent/Guardian Behavior

- **Any abrasive behavior by a parent/guardian displayed towards any After School in the Parks staff member or participant may result in suspension or expulsion.**
- Parents or guardians are not allowed to discipline or question children who are not their own at the program.
- If a concern arises, please ask to speak with staff or contact Supervisors directly.

Refund Policy

- Requests for refunds, credits and transfers must be made at least one week before the program begins. All refunds will incur a 20% administrative fee per participant, per activity. Please contact the Registration Office at (310) 618-2720 or Enroll@TorranceCA.gov.

City Hall Contact Information

Community Services Department	(310) 618-2930	
Registration Office	(310) 618-2720	Enroll@TorranceCA.gov
City Clerk	(310) 618-2870	

Supervisor Contact Information

Suzie Wand, Senior Recreation Supervisor	(310) 618-2947	SWand@TorranceCA.gov
Allison Saufua, Recreation Supervisor	(310) 618-2983	ASaufua@TorranceCA.gov
Nicole Madera, Community Services Leader IV	(310) 618-2994	NMadera@TorranceCA.gov

Parent/Guardian and Participant Agreement

We, have read, discussed and understand the After School in the Parks Parent/Guardian and Participant Handbook. By signing this Participant Agreement, we agree to adhere to all policies and procedures detailed in the After School in the Parks Program Handbook.

As a parent/guardian, I agree to:

- Read the posted calendar, memos, notices and other important information that is distributed.
- Keep staff informed about a change of my phone number or address for myself and the people listed on my emergency form.
- Allow time for staff to talk to me about my child when I pick them up at the end of the day.
- Inform the staff if something is unsatisfactory or concerning.
- Give suggestions of effective means of dealing with my child's negative behavior at the site.
- Identify relevant situations that my child may share with me (the parent/guardian), but didn't share with After School in the Parks staff.
- Inform staff of any special considerations regarding my child and provide appropriate forms as needed (custody paperwork, restraining orders, Medication Form, Severe Medication Form, etc.)
- To not display any abrasive behavior towards any staff member, another parent/guardian or a child. Abrasive behavior may result in suspension or expulsion from the program. Parents/Guardians may not discipline children who are not their own.

As a participant, I agree to:

- Have fun at the After School in the Parks program.
- Give staff ideas about fun things I want to do at the program.
- Tell staff if I am having problems with another participant immediately.
- Tell staff if I get hurt or don't feel well.
- Follow all After School in the Parks rules. (Rules are listed on page 9.)
- Be fully responsible for my actions and understand that irresponsible behavior will result in disciplinary action, suspension and up to expulsion.

Child's Printed Name

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Please turn in this page on the first day of the program.