



PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT
Recreation Division

CULVER CITY AFTER SCHOOL RECREATION PROGRAM (CCARP)

School Year: 2016-2017



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Culver CITY
PARKS, RECREATION &
COMMUNITY SERVICES
DEPARTMENT



PROGRAM INFORMATION

PARTICIPANTS

The Culver City Afterschool Recreation Program (CCARP) is for children five years of age or older that attend one of the following Culver City Unified School District school sites: El Marino Elementary, Farragut Elementary, El Rincon Elementary, Linwood Howe Elementary or Culver City Middle School.

LOCATION

The Culver City Afterschool Recreation Program (CCARP) operates at five separate locations.

- El Marino Park, 5301 Berryman Avenue
- Lindberg Park, 5041 Rhoda Way
- Blanco Park, 5801 Sawtelle Blvd.
- Linwood Howe Elementary School, 4100 Irving Place.
- Culver City Middle School, 4601 Elenda Street.

HOURS OF OPERATION: CCARP Elementary and Middle School programs are open Monday, Tuesday, Thursday and Friday from the time students are released from school until 6:00PM and Wednesdays from 1:30PM to 6:00PM only.

PARENT ORIENTATION

CCARP Parent Orientation will be held on Friday, July 8, 2016 at the Culver City Teen Center at 6:15p.m. We will introduce the CCARP staff and go over daily activities, special notices, and then end the meeting with a question & answer session.

CONTACTING STAFF: Staff may be contacted at the CCARP sites by phone during program hours only. To contact staff outside the program hours or to leave a message for any site, please call the registration office at (310) 253-6650 Monday through Friday between the hours of 8:00AM – 6:00PM and Saturdays 10:00AM – 4:00PM.

HOLIDAY SCHEDULE: CCARP is not offered on pupil free days, holidays, and during school vacations. CCARP follows the Culver City Unified School District calendar and adjusts hours according to early dismissal days except for Kindergarten. We are also closed for

winter, spring and summer recesses. Day Camp is available for spring break and summer break through the Parks, Recreation & Community Services Department for a separate fee.

TRANSPORTATION / MEETING LOCATION

At 3:00PM on the first day of the after school program a parent must escort their child to the CCARP meeting area or the CCARP site to insure the student knows where and how to meet CCARP staff. CCARP staff will be in blue uniforms with the City of Culver City logo and Identification.

Farragut Students: will meet CCARP program staff at the rear of the school on the northwest side of the playground at the first bench next to the water fountain directly after dismissal from school. Kindergarten students will be picked up by CCARP staff from their classroom directly after dismissal from school. From there participants will be accompanied by program staff to Lindberg Park by walking through the back gate of the school near the bungalows, across the parking lot along the fence, across the La Ballona Creek Bridge behind the Middle School and down the block to the park.

(Any student or parent having trouble finding the CCARP meeting location should go to the school's main office and wait for the CCARP staff to arrive at the school's main office. CCARP staff will check the school's main office before leaving the school or starting the afterschool program.)

El Rincon Students: will meet CCARP program staff at the Blanco Park building adjacent the playground area directly after dismissal. Kindergarten students will be picked up by CCARP staff from their classroom directly after dismissal from school.

(Any student or parent having trouble finding the CCARP meeting location should go to the school's main office and wait for the CCARP staff to arrive at the school's main office. CCARP staff will check the school's main office before leaving the school or starting the afterschool program.)

El Marino Students: will meet CCARP program staff at the El Marino Park building adjacent the playground area directly after dismissal. Students must walk through gate on playground that

leads to El Marino Park. Kindergarten students will be picked up by CCARP staff from their classroom directly after dismissal from school.

(Any student or parent having trouble finding the CCARP meeting location should go to the school's main office and wait for the CCARP staff to arrive at the school's main office. CCARP staff will check the school's main office before leaving the school or starting the afterschool program.)

Linwood Howe Students: will meet CCARP program staff at the school library. Kindergarten students will be picked up by CCARP staff from their classroom directly after dismissal from school.

(Any student or parent having trouble finding the CCARP meeting location should go to the school's main office and wait for the CCARP staff to arrive at the school's main office. CCARP staff will check the school's main office before leaving the school or starting the afterschool program.)

Middle School Students: will meet CCARP program staff in Room 502 on the playground at the rear of the middle school directly after dismissal.

(Any student or parent having trouble finding the CCARP meeting location should go to the school's main office and wait for the CCARP staff to arrive at the school's main office. CCARP staff will check the school's main office before leaving the school or starting the afterschool program.)

REGISTRATION & FEES

REGISTRATION:

- Initial registration in CCARP must be done directly at the Recreation Office located at 4117 Overland Avenue, Monday through Friday from 8:00AM to 7:00PM; Saturdays 10:00AM – 4:00PM and Sundays 10:00AM to 4:00PM. **First come first served.**

- Participants will be allowed to make CCARP payments online through links provided by the registration office staff only.
- Only the first 28 participants to enroll for each CCARP elementary school site location will be allowed in the program. Only the first 60 participants to enroll in the CCARP middle school site location will be allowed in the program. All participants that enroll after the 28 and 60 limit will be placed on the waiting list.
- CCARP Payments are due monthly. August/September – June; first month’s payment is due at registration.
- One child monthly registration fee, Resident \$208
 Second child monthly registration fee, Resident \$188
 One child monthly registration fee, non-resident \$248
 Second child monthly registration fee, non-resident \$228
- CCARP Payments are due no later than the 20th of the month prior to the next month’s session.
- CCARP Payments must be made monthly for the entire 10 month period. The CCARP fee is a yearly fee divided into 10 monthly payments. If a monthly payment is not made or the participant is removed from the program for any length of time, the participant will be terminated from the program, if the payment is not made.
 (This means if a child is sick or the parent does not want the child to attend the program for any reason - example; on vacation, other parent has custody this week, or parent just does not need the service for a week, payment still must be paid for the whole entire month or the child will lose their spot).
- Participants that miss the payment due date of the 20th of the month prior to the next monthly session; will be charged a \$28.00 late payment fee.
- Late payment must be made on or before the 23rd of the month prior to the next month’s session. If payment is not made by 23rd of the month prior to the next month’s session, child care services will be terminated for the rest of the school

year. Once terminated from the program, participants will have to re-apply and will be placed on the waiting list. Registration staff will then offer the space to the next in line wait list participant.

- Participants that miss the payment due date of the 20th of the month prior to the next monthly session and are charged a late fee more than twice can have child care services terminated for the rest of the school year. Once terminated from our program, participants will have to re-apply and will be placed on the waiting list at the back of the line.

PROGRAM FEES: The cost of CCARP is \$208.00 per month per child for Culver City residents and \$248.00 per month per child for non-residents. Payments can be made online, by mail or in person only after the initial enrollment. Payments are due no later than the 20th of the month prior to the next month's session. **Please note: If payment is not received by the 23rd of the month prior to the next month's session, child care services will be terminated for the rest of the school year.**



<u>Month</u>	<u>SESSION DATE</u>	<u>PAYMENT DEADLINE</u>
1	August/September	Due at Enrollment
2	October	9/20/16
3	November	10/20/16
4	December	11/20/16
5	January	12/20/16
6	February	1/20/17
7	March	2/20/17
8	April	3/20/17
9	May	4/20/17
10	June	5/20/17

Online: Payments can be made online through links provided by registration office staff only by the option of a credit card (VISA or MasterCard) is an acceptable form of payment.

Mail-In: Complete the CCARP Payment Form and include a check or money order payable to: "City of Culver City". Mail to Parks,

Recreation & Community Services Department, Recreation Office, 4117 Overland Avenue, Culver City, CA 90230. Postmarks MUST be by the deadline date.

Walk-In: Pay directly at the Recreation Office, 4117 Overland Avenue, Culver City. Through this option a credit card (VISA or MasterCard) is an acceptable form of payment.

LATE PICK-UP FEES: CCARP activities end at 5:50PM. You may sign your child out any time before 6:00PM. You are required to pay an additional \$1 for each minute staff must wait with your child after 6:00PM. If the time gets to 6:05PM, staff will begin calling all the phone numbers on your Emergency Information form. If no one can be reached and your child is not picked up by 7:00PM they will be taken directly to the Culver City Police Department (310) 837-1221. Please know – time is based on the facility clock.

Because traffic is unpredictable, please have an authorized backup person designated to pick up your child in the event that you will be late or in case of emergency.

NSF CHECK CHARGES: There is a \$25 fee for checks returned to our office due to insufficient funds. Your child will not be able to participate and may lose her/his spot if full payment is not received on time.

REFUND POLICY: No refunds, transfers or pro-rations for cancellations, absences or illness with less than a 1-week notice.

PROGRAM POLICIES

DAILY SIGN IN & OUT PROCEDURE: Staff on a daily basis will sign in all participants. No child will be released to any person not previously authorized in writing by the parent. The only exception to this rule is that parents may stipulate in writing that their child may sign him/herself out if the note specifies the time the child may sign out and where they are to go. All participants must be signed out in the presence of a staff member on the forms provided at the site. Only individuals indicated on the child's Waiver Form can take your child from the facility. PLEASE BE SURE TO UPDATE THE FORM AS OFTEN AS NEEDED.



ABSENCE: If your child will be absent from the program on any given day, you are required to call the Recreation Registration Office (310) 253-6650 before 1:00PM. Staff needs to deploy a comprehensive procedure of contacting school and police authorities to begin a search for a missing child. Any child who does not show up to the program will be considered missing. It is the duty of the parent to notify staff of any change to their child's daily schedule.

MEDICATION: If your child requires any form of medication, the child must have on file with site staff a "Medication Release" signed by the parent and doctor specifically for the medication the child requires. Your child will be responsible for dispensing their medication. All medicine must be in its original container. Prescription medicine must have child's name and dosage on the container with an expiration date. The expiration date must not be expired.

Code of Behavior:

Please remember City operated programs are designed as a large group interaction experience. If your child(ren) is not able to interact in this type of setting, and requires "one-on-one" supervision, please do not sign him or her up. Instead, talk to the Recreation Coordinator to get a list of referrals that can best meet the needs of your child.

Our staff is trained to work in the childcare field. Through proper redirection, children are able to distinguish for themselves the difference between right and wrong, acceptable and unacceptable behaviors. In order to preserve a healthy and safe environment, misconduct action will be handled as follows:

- **No Tolerance Policy:** fighting, biting, spitting, choking, scratching or destruction of CCARP equipment; these actions warrant an immediate (2) day suspension.
- First Offense: Verbal warning by staff
- Second Offense: (5) minute Time Out Away From Group
- Third Offense: Parent Notified for Conference with the Site Senior Recreation Leader & Recreation Coordinator.
- Fourth Offense: The child will be suspended or removed from the program for 1-3 days at the Site Senior Recreation Leader's discretion and the consent of the Recreation Coordinator. This decision will be based upon the Site Senior Recreation Leader's appraisal of the child's behavior as well as the parent's involvement in aiding the child to overcome the behavioral problems.
- Fifth Offense: The child will not be allowed to attend the program.
- No refund will be given.

Please Note: A participant who has had misconduct action taken in a previous City operated program will be restricted from enrolling in (2) consecutive City operated programs. A conference with the Recreation Supervisor and Recreation Coordinator is required if parents would like to re-enroll their child in a program. This conference will be to determine if there have been improvements in behavior and to stress any misconduct will result in immediate removal from a program. If your child is granted approval to return, you will be notified by mail. Once the child returns they will be placed on a probation status for (1) year. During the probationary period, if the child has one offense, they will not be allowed to continue with a program. No refund will be given. Note: If property is damaged as a result of abuse by a child, the parent of the child may incur the cost for the repairs or replacement of the damaged property.

Anti-Bullying Free Environment Policy

Aggressive behavior that involves unwanted, negative actions through physical, written, verbal or other means (e.g. social media); may involve, but is not limited to, a pattern of repeated behavior over time and/or an imbalance of power or strength; and may include, but is not limited to, behavior such as direct physical contact (e.g. hitting, shoving), verbal assaults (e.g. teasing, name-calling), harassment

(including sexual harassment), threats, intimidation, hate violence, and/or social isolation or manipulation.

STAFF QUALIFICATION AND STAFF TO CHILD RATIO: All staff is tested for TB and is subject to clearance from the Department of Justice by submitting their fingerprints before they are employed. The overall staff-to-child ratio will not exceed 14 children per staff member for the elementary programs and 20 per staff for the Middle school program.

PERSONAL PROPERTY: Our staff does not assume responsibility for the personal property of any participant. For the protection of your child's personal property, if you allow your child to bring anything of value to the program, please mark the item with your child's name. Items left out carelessly, not put safely away or shown to other participants will have a greater tendency to disappear. Any child caught stealing will be dealt with by an immediate conference with parents and the Site Senior Recreation Leader to determine appropriate discipline.

PUBLICITY: Staff from time to time will take pictures of the children in the program during regular activity hours. These pictures may be used for parent presentations, bulletin boards or promotional materials.

PROGRAM ACTIVITIES

PARENT & FAMILY INVOLVEMENT: A schedule of monthly activities will be made available for each family. Please make an effort to share this calendar with your child and seek his/her feedback on the activities they have participated in. We also ask parents to donate supplies and snacks.

We believe childcare to be an interactive and cooperative endeavor. The program works best when parent and family take an active role in the childcare program. Below are other ways parents can participate in this program.

Please make our staff aware of all that you can help out with:

- Share a talent with the kids
- Teach a game to the kids

- Talk about your career
- Attend family socials
- Donate toys, games, etc. that may be used
- Participate in fundraising efforts
- Lead an arts & crafts project

All parents are welcome to visit at any time to see firsthand the quality of childcare you are taking part in. If you ever have questions or comments and for best results, please follow the chain of command beginning with the Site Senior Recreation Leader. If you do not get your concerns addressed then contact the Recreation Coordinator and/or the Recreation Supervisor. We also have program evaluation forms for parents to fill out that can be used as a means to communicate suggestions, concerns or improvements.



DAILY SCHEDULE: CCARP has a full array of activities for your child to participate in. All activities are considered age-appropriate to the elementary and middle school population. Activities are continually added and are not limited to what is listed below. Participation in all activities is encouraged.

HOMEWORK TIME: CCARP offers time for children to do their homework. Through the After School Homework Program Contract, parents specify their expectations between the parent and child. It requires both the parent and the child to agree to the terms and to sign on the line. Your child has the responsibility to attempt to do their homework daily and respect others while they are doing their homework.



Staff will remove any participants that are unruly or that disrupt the room. Parents will need to check their child's homework on occasion to see if their child is honoring the parent/child contract. Parents are encouraged to discuss homework concerns with staff.



GAMES & CRAFTS: Whether it's board games or active tag and ball games, staff will plan activities for all participants so everyone will have something to catch their interest at some point.

Arts & Crafts projects are planned and done in the afternoon and can take over a course of several days or weeks. Please refer to the monthly activity calendar for more details of each project.

FREE PLAY: We believe that kids need a break from the structure that is imposed on them all day at school and after school in organized programs. Therefore, we consider Free Play to be an important part of our program. Free Play allows your child to exercise their creative impulses, socialize, blow off steam and look outside of the pre-planned box into the world of possibilities. Although the children will be supervised and will be given boundaries to observe, Free Play is an unorganized activity and will look like it.

FIELD TRIPS: Wednesdays are early dismissal days and provide an opportunity for walking field trips. These trips are by sign up only and will usually return by 4:00pm at the latest. Parents will be notified in advance of all trips.

SPECIAL PRESENTATIONS: Parents and other adults in the community may be dropping by to talk with kids about different topics. You will be notified in advance of the topic matter and the presenter.

PARENTAL INPUT

COMPLAINT PROCEDURE: If you have a question or a complaint about any area of the CCARP program, please speak to the Site Senior Recreation Leader or call the Recreation Coordinator or Recreation Supervisor. You may also go to the city website at www.culvercity.org and click Culver City Connect.

EVALUATION PROCEDURE: We ask parents to complete CCARP evaluations in order to get feedback on how well the program is operating and to solicit future program ideas to consider. Please complete and return the form to:

Dawn Melton, Recreation Supervisor
City of Culver City
Parks, Recreation
& Community Services Department
4117 Overland Avenue
Culver City, CA 90230
Fax: 310-253-6669

IMPORTANT PHONE NUMBERS

Registration Office	310-253-6650
Recreation Coordinator	310-253-6676
Recreation Supervisor	310-253-6645
Blanco Park Hut (El Rincon School).....	310-253-6681
El Marino Park Hut (El Marino School).....	310-253-6648
Lindberg Park (Farragut School).....	310 842-7494
Middle School (After 2:20pm only).....	310-842-4200 Ext. 3372