

The Durham Recreation and Park District's After School Program

Mission Statement

The Durham Recreation and Park District's After School Program was established to meet the needs of children grades K-6 whose parents work during the day or who wish to provide their children with afternoon activities. The program has the following goals:

- To provide general supervision for children grades K-6 in a safe and fun environment.
- To provide children with positive role models.
- To provide children with a variety of fun after-school activities.
- To encourage group participation among all grade levels.
- To provide a safe place for children to be between the time they get out of school and when a parent or guardian is home from work.

The D.R.P.D. recreation staff consists of five Recreation Leaders. If you or your child has any problems or concerns, please feel free to address any staff member. If there is a problem with one of the staff members, you should call the Recreation Supervisor at the District office at (530) 345-1921.

Discipline Policy

The Durham Recreation and Park District strives to provide your children with a safe and fun environment. The following is an outline of our discipline policy for inappropriate behavior.

Violation 1: Verbal warning and when possible a brief discussion with child.

Violation 2: Time out (no more than five minutes) and discussion of inappropriate behavior. Staff member and child generate ideas to create desired behavior.

Violation 3: The child is sent to the office to discuss the situation and behavior. Child's Parents are called and notified of the situation and the child is dismissed from the program for the remainder of the day.

Violation 4: The child is sent to the office for their second time. Parents are notified and director/parent conference is scheduled.

You will be informed when your child is sent to the office. **Three** early dismissals from the program during the year and the child will be suspended from the program for the remainder of the month without any refund. If unacceptable behavior continues with no sign of improvement, the child will be removed from the program. The Recreation Supervisor and District Manager must approve this step.

List of Unacceptable Behaviors

The following list is not extensive but outlines some behaviors that will not be accepted by children at our after school program:

1. Use of vulgar language.
2. Physical or verbal abuse/mistreatment of one child to another.
3. Physical or verbal abuse/mistreatment of a child to a leader.
4. Continual disregard for leader's authority.
 - a. Not following directions.
 - b. Not participating in planned activities.
 - c. Not respecting the leader's authority to give time-outs for unacceptable behavior.
5. Vandalism or stealing of any D.R.P.D. property.
6. Vandalism, stealing, or defacing property of any other child's property. E.g.: Going through another child's back pack or personal belongings.

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DAILY LATE PICK UP FEES

It is important that you pick your child up promptly by 6:00 p.m. There will be a late fee of \$5.00 every fifteen minutes after 6:00 p.m. For example if you do not pick them up until 6:07 p.m., you will owe \$5.00. If they are picked up at 6:17 p.m., you owe \$10.00. This fee was set in place to encourage prompt pick up and to cover over time costs for the staff. Please avoid any late fees by planning to pick your child up on time. Payments can need to be made on the day that the child is picked up late. Cash or checks can be made to DRPD and dropped through the mail slot of the recreation office. If a child is consistently picked up late from the program, the Recreation Supervisor will meet with the parents and try to reach a solution. If there is no change in the situation the child will be removed from the program. This step must be taken by the Recreation Coordinator and the District Manager and will be reserved for severe cases.

DROP-IN FEES

A drop in fee of \$10.00/day will apply for all additional days your child attends over and above those days paid for at the time of registration. Payments must be received at the office before your child is picked up on that day. MINIMUM DAY DROP-IN fees are \$20.00/day. They must be paid by 6:00 p.m. the day your child is to attend. *Please note:* Drop-ins are not guaranteed a space in the program. They will be taken only on days that the program is not full. A call to the office is required to have your child drop in. DO NOT DROP YOUR CHILD OFF AT THE PROGRAM WITHOUT CONFIRMING WITH THE OFFICE. All days paid for on a drop-in basis must be used on the day specified at the time of payment. Drop In's are non-transferable and non-refundable. If a drop in fee is not paid by 6:00pm the day your child attends then we will not provide any future services for you or your child until the balance is paid.

PHONE CALL POLICY

We require that parents call our office when their child is not going to attend the After School Program on a regularly scheduled day. *Our phone call system is in place to assure the safety of your child.*

When we do not receive a phone call, our leader spends his/her time at the school site interrupting the school office staff to find out if the child was absent from school, finding the child's classroom to see if he/she is there, and waiting longer than usual to see if the child will show up. Due to the confusion that occurs each day at the school site we have the following policy.

You must call our office before: (11:45am for PM kinder care) & (2:55 for Grades 1-6), when your child will not be attending the After School Program on a regularly scheduled day. If we are expecting them and we do not receive a phone call, you will receive a phone call trying to find out where your child is. After a total of three phone calls to you (over the course of the school year) your child will be suspended from the program without refund.

Please understand that this policy has been put in place for the sole reason of protecting the safety of your child. We care about them and want to make sure they are safe and where they are supposed to be after school.

ADDITIONAL INFORMATION

Please have your child meet our staff at the 4th and 5th grade playground immediately after school.

(Kindergartners will eat their lunch in the multi-use room and will be picked up at 11:45pm.)

The staff will wait for all children on the list unless we have been notified that the child will not be there. Please call the District office immediately upon knowing your child will not attend. On rainy days the afternoon kindergartners and 1-6th graders will be inside classrooms 38 from 2:55-3:15pm thank you.

After School Program Closed Dates

September- (closed 2rd)

November- (closed 11th, 27th, 28th & 29th)

December- (closed 2^{3rd} -31st)

January - (closed 1st, 2nd & 3rd & 20th)

* We will be offering a Winter Wonderland Camp December 30th - January 3rd for an additional fee for those who need care during winter break.

February - (closed 14th & 17th)

April - (Closed 14th - 21st)

* We will be offering a Spring Break Camp April 14th - 18th for an additional fee for those who need care during spring break.

May - (Closed 26th)

* Minimum Day schedule for the After School Program will be from 12:30-6:00pm. If your child is enrolled part time or full time, you will not be charged any additional fees for minimum days.

Payment Policy

All monthly payments must be paid by 6:00pm on the 5th of each month. If payment is not paid by the 5th, a \$10.00 late fee will be applied. If we do not receive payment for child by the 10th of each month, your child will be dropped from our roster and we will no longer be able to offer care for your child(ren).

Financial Assistance

Valley Oaks Children Services may provide financial assistance to those families that need help with childcare fees. If you or another family that you may know of is in need of financial assistance please contact your local Valley Oaks Children Services office: 287 Rio Lindo Avenue Chico, CA 95926-1973 (530) 895-3572 or their website www.valleyoakchildren.org

Food & Snack

Our After School Program provides a snack to each child each day. We have a wide variety of snack options. It is very important to note on your child's emergency contact form if they have any food allergies. If you child has any food allergies it would be a good idea to pack them something extra in their lunch for our snack break. Snack is not mandatory. If a child is not hungry or does not like the snack choice they are free to decline the snack.

After School Program Daily Schedule

11:45am-12:15- (Kindergarten lunch & pick up at DES cafeteria)

12:15-2:45- (Kindergarten activities @ ASP clubhouse next to Recreation Office)

2:45-2:55- (Walk Kindergarten over to DES 4th/5th grade playground & pick up 1st-6th grade)

3:00-4:15- (recreational activities and snack for K-6th grade @ DES playground)

4:15-4:25- (walk over all children to ASP clubhouse)

4:25-5:30- (recreational activities, arts & crafts/Movie on Fridays)

5:30-6:00- (cool down activity and pick up time)

Parent Copy

2013-2014 After School Program Fee Schedule

Month	Payment Date	Grade Level	Full Time	Part Time
August (19th-30th) 10 School Days	Due upon receiving reg. packet	K (11:45-3:00) K (11:45-6:00) 1st-6th (2:55-6:00)	\$ 85.00 \$ 165.00 \$ 85.00	(No Part time in Aug.)
September(3rd-30th) CLOSED 9/2 20 School Days	September 1st	K (11:45-3:00) K (11:45-6:00) 1st-6th (2:55-6:00)	\$ 140.00 \$ 265.00 \$ 140.00	\$ 110.00 \$ 205.00 \$ 110.00
October (1st-31st) 23 School Days	October 1st	K (11:45-3:00) K (11:45-6:00) 1st-6th (2:55-6:00)	\$ 140.00 \$ 265.00 \$ 140.00	\$ 110.00 \$ 205.00 \$ 110.00
November (1st-26th) Closed 11, 27-29 17 School Days	November 1st	K (11:45-3:00) K (11:45-6:00) 1st-6th (2:55-6:00)	\$ 140.00 \$ 265.00 \$ 140.00	\$ 110.00 \$ 205.00 \$ 110.00
December(2nd-20th) Closed 23-31 15 School Days	December 1st	K (11:45-3:00) K (11:45-6:00) 1st-6th (2:55-6:00)	\$ 110.00 \$ 235.00 \$ 110.00	\$ 85.00 \$ 155.00 \$ 85.00
January (6th-31st) Closed 1-3 & 20 19 School Days	January 1st	K (11:45-3:00) K (11:45-6:00) 1st-6th (2:55-6:00)	\$ 140.00 \$ 265.00 \$ 140.00	\$ 110.00 \$ 205.00 \$ 110.00
February (3rd-28th) Close 14 & 17 18 School Days	February 1st	K (11:45-3:00) K (11:45-6:00) 1st-6th (2:55-6:00)	\$ 140.00 \$ 265.00 \$ 140.00	\$ 110.00 \$ 205.00 \$ 110.00
March (3rd-31st) 21 School Days	March 1st	K (11:45-3:00) K (11:45-6:00) 1st-6th (2:55-6:00)	\$ 140.00 \$ 265.00 \$ 140.00	\$ 110.00 \$ 205.00 \$ 110.00
April (1st-30th) Closed 14-18 & 21 16 School Days	April 1st	K (11:45-3:00) K (11:45-6:00) 1st-6th (2:55-6:00)	\$ 110.00 \$ 235.00 \$ 110.00	\$ 85.00 \$ 155.00 \$ 85.00
May (1st-30th) Closed 26 22 School Days	May 1st	K (11:45-3:00) K (11:45-6:00) 1st-6th (2:55-6:00)	\$ 140.00 \$ 265.00 \$ 140.00	\$ 110.00 \$ 205.00 \$ 110.00

ASP PAYMENT POLICY* The D.R.P.D ASP program has 60 full-time spots available for care after which a waiting list will be taken. Payments are due in full by the date listed. If payment has not been received by the 5th of the month, it is considered late and will be subjected to a \$10 late fee. If payment has not been received by 5pm on the 10th of that month, the child will be dropped from the program. There will be no ASP on school holidays or vacation days.

Drop In Fees	Regular Day	Minimum Day
K (11:45-3:00)	\$10.00	\$20.00
K (11:45-6:00)	\$20.00	\$20.00
1st-6th (2:45-6:00)	\$10.00	\$20.00

For Online Registration Please Visit www.durhamrec.com

Recreation Office Hours: M-F 8:00am-5:00pm Payments may be dropped off through the mail slot after 6:00pm

Please make Checks out to D.R.P.D (only cash and checks accepted in the recreation office)

Office number: (530)345-1921 Fax: (530)345-6243

P.O. Box 364 Durham CA 95938

durhamrecadmin@durhamrec.com

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