

CITY OF COSTA MESA ♦ PARKS & COMMUNITY SERVICES DEPARTMENT
R.O.C.K.S AFTER SCHOOL PROGRAM

PARENT PACKET 2016/2017



We are looking forward to having your son/daughter participate in the City of Costa Mesa Recreation Division's 2016/2017 R.O.C.K.S After School Program and hope that each participant in our program has a positive experience. Here is some information about how the R.O.C.K.S Program operates:

- The Costa Mesa R.O.C.K.S Program provides supervision by City of Costa Mesa Recreation Staff on the school's playground Monday through Friday from the time kindergarten is dismissed until 6:00pm. Attendance is not mandatory and participants may be picked up anytime throughout the program with code word provided. The program is open during the school year and is closed during all NMUSD holidays, in-service days, and vacation breaks.
- The Costa Mesa R.O.C.K.S Program is a fee-based, non-licensed, recreational program that requires the children to sign-in when entering the program and parent/guardian to sign their child out at the end of the day. At registration, parent/guardian will choose a code word which is required by anyone other than a guardian picking the participant up. Parent/guardians can also give their child *written* permission to sign themselves out. Children are required to stay with the program on the school grounds until they are officially signed out of the program. Once signed out, they must leave the school grounds.
- A R.O.C.K.S registration form is required for each participant. Registration takes place online or in person during normal business hours at City Hall, the Downtown Recreation Center, and the Neighborhood Community Center. Fees are set regardless of the actual number of school days or the number of days your child attends the program. **Registration BEFORE 11:00am is required for your child to participate that same day.**
- Staff cannot stay past 6:00pm to supervise the playground and/or children. If children are not picked up by 6:00pm and do not have permission to sign themselves out of the program, staff will attempt to contact names listed on the registration form to arrange pick-up. If staff cannot reach parents or others listed on the registration form, the Costa Mesa Police Department (CMPD) will be called and the child will be picked up and held in protective custody until a parent or legal guardian arrives. In addition, \$20 for every 15 minutes, or part thereof, for late pick-up may be charged.
- Please consider packing your child with a healthy afternoon snack.
- Be aware that school campuses are used by the community for recreational and educational purposes after school is dismissed each day. In addition to the R.O.C.K.S Program, other programs or activities on site may include, but are not limited to, school sponsored programs such as "Project Success" and/or specialty clubs, outside organizations (YMCA, Boys and Girls Club), community-based sports organizations (AYSO, Little League, Pop Warner, etc), and the public.
- **ACTIVITIES:** Each participant in the program will have the opportunity to participate daily in active and passive games, arts & crafts, enrichment activities, weekly club hour, and 30 minutes of homework time Monday through Thursday.
- **STAFFING:** We will attempt to have at least two Recreation Leaders at each site at all times. Our staff will spend a considerable amount of time with your child. We highly encourage every parent/guardian to introduce themselves to our staff and to get to know them on a first name basis. If your child has special needs, please communicate this to our staff.
- **GENERAL POLICIES:** Requests for fee refunds will be charged a \$20 refund fee and must be made in writing within the first week of the program session. A service charge of \$25 will be required on all returned checks.
- Enclosed is a copy of the "**After School Fees**", "**R.O.C.K.S Program Rules**", and "**Participant Disciplinary Process.**" Please take the time to review these with your child so you understand what our expectations entail.
- **AFTER SCHOOL SIGN-IN PROCEDURE:** A Recreation Leader will pick up Kindergarten and 1st grade participants directly from their teacher or the teacher will bring them directly to the program. Participants in grades 2nd through 6th have the responsibility to sign-in with R.O.C.K.S staff by walking to the designated R.O.C.K.S sign-in area immediately after the main dismissal bell.
- Please note that the City strives to make reasonable accommodations for participants with a special need or developmental disability. The City does not currently offer structured inclusion services to participants that require a 1-on-1 aid for assistance or supervision during program hours. A 1-on-1 aid that is provided by the participant's family/guardian will be accepted with proper documentation.
- Finally, if you or your child is having a problem in the program, please communicate this to staff and we will do everything possible to correct the situation.

If you have questions about the after school, fee-based R.O.C.K.S Program, please call (714) 754-5013, or the Recreation Division Office at (714) 754-5300.

R.O.C.K.S AFTER SCHOOL PROGRAM

AFTER SCHOOL FEES

Payment Options & Fees

Fees are per session REGARDLESS OF THE ACTUAL NUMBER OF SCHOOL DAYS or the number of days YOUR CHILD(REN) ATTENDS THE PROGRAM.

Sessions

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|------|----------------------------------|------|-----------|
| # 1 | September 6 – September 30, 2016 | \$49 | (4 weeks) |
| # 2 | October 3 – October 28, 2016 | \$49 | (4-weeks) |
| # 3 | October 31– December 2, 2016 | \$60 | (5-weeks) |
| # 4 | December 5 – December 23, 2016 | \$38 | (3-weeks) |
| # 5 | January 9 – January 27, 2017 | \$38 | (3-weeks) |
| # 6 | January 30 – March 3, 2017 | \$49 | (4-weeks) |
| # 7 | March 6 – March 31, 2017 | \$49 | (4-weeks) |
| # 8 | April 3 – April 28, 2017 | \$38 | (3-weeks) |
| # 9 | May 1 – June 2, 2017 | \$60 | (5-weeks) |
| # 10 | June 5 – June 23, 2017 | \$38 | (3-weeks) |

Tri-Installment

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|----|---------------------------------|-------|--------------|
| #1 | September 6 – December 23, 2016 | \$170 | (4-sessions) |
| #2 | January 9 – March 31, 2017 | \$126 | (3-sessions) |
| #3 | April 3 – June 23, 2017 | \$126 | (3-sessions) |

Yearly

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|-----------------------------------|-------|---------------|
| September 6, 2016 – June 23, 2017 | \$412 | (10-sessions) |
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Registration Locations

- Online (added convenience fee) - apm.activecommunities.com/costamesarec
- City Hall - 77 Fair Drive (3rd floor Recreation) M-F 8am-4:30pm
- Downtown Recreation Center - 1860 Anaheim Ave. M-F 8am-6pm, Sat. 8am-3pm
- Neighborhood Community Center - 1845 Park Ave. M-F 8am-5pm

Please note: Only child(ren) registered **BEFORE 11:00am** may attend the program the **same day**. Registration **AFTER 11:00am**, child(ren) can participate the following day.

R.O.C.K.S AFTER SCHOOL PROGRAM

PROGRAM RULES

The R.O.C.K.S After School Program has basic rules and regulations that are provided in the interest of the safety and well-being of all participants.

1. All school rules apply.
2. Children are expected to do 30 minutes of homework/quiet time everyday except for Fridays. They can do their homework and/or read a book during the homework allotted time. Parents will need to provide all necessary equipment for children to complete homework (i.e. pencils, paper, etc.).
3. Children will be issued a R.O.C.K.S wristband daily. Children must wear the wristband while in the program and return to staff before leaving each day.
4. Children must be fully potty trained. If a participant has a restroom accident, a Disciplinary Action Form (DAF) will be given and the parent/guardian will be called to pick-up participant immediately. Four DAFs will result in an expulsion from the program.
5. All toys, electronics, and additional items from home are **NOT** allowed. If staff can see or hear item(s) from home, item(s) will be confiscated and will only be returned to a parent/guardian. Necessary use of cell phones and Netbooks are permitted by staff approval only.
6. For your child's safety, children must stay with staff and the program at all times until they are signed out of the program. Eloping from the program may result in a DAF.
7. Children must sign-in to the program within 10 minutes of dismissal from school or any after school clubs they attended. Failure to sign-in within 10 minutes will result in parental/guardian notification and may result in a DAF.
8. HFO Rule – Children must keep their hands, feet, and other objects to themselves at all times.
9. Staff Rule – Once a decision is made, it is final. Do not ask another staff the same question.
10. Rude behavior, foul language, spitting, biting, or fighting of any kind will not be tolerated.
11. Children are fully responsible for their own personal belongings (i.e. backpack, jacket, homework, etc.).
12. Use of the "Buddy System" is required when using the restroom and water fountain. Inappropriate behavior in the restrooms may result in a DAF.
13. If children are experiencing problems with other children in the program, they are expected to tell on-site Recreation Leaders. Recreation Leaders will handle disciplining of children involved. Parents are not permitted to discipline or speak with any child but their own.
14. Close-toed shoes must be worn at all times.
15. Use playground and R.O.C.K.S equipment appropriately. Climbing on school fences, gates, buildings, roofs, or trees, etc. is not permitted.

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DISCIPLINARY PROCESS

Failure to comply with the R.O.C.K.S Program rules will result in disciplinary action. The level of disciplinary action is based on the discretion of the Recreation Coordinator. Please note, disciplinary action may result in automatic suspension or expulsion, regardless if the child has had a warning and/or a written Disciplinary Action Form. All DAFs will result in the participant being sent home for the remainder of the day and will be kept on file for the remainder of the school year. The following is the R.O.C.K.S Program's disciplinary process:

1. If a participant displays inappropriate behavior, Recreation Leader will give the participant a verbal warning. The verbal warning will consist of reviewing the rule(s) broken and informing the participant that future inappropriate behavior will result in a consequence.
2. A second occurrence of inappropriate behavior will result in a consequence (i.e. time-out, campus clean up, apology letter, parent notification, removal from the activity, etc.).
3. If a behavior problem continues and steps 1 and 2 have been followed or a serious act is committed, a **FIRST** Disciplinary Action Form (DAF) will be completed and the R.O.C.K.S Program supervisory staff will be notified. The participant's parent/guardian will be contacted to discuss the inappropriate behavior. In addition, parents/guardians will be informed that if the behavior continues, suspension and/or expulsion from the R.O.C.K.S Program may result.
4. If the inappropriate behavior continues to occur and step 3 has been completed, a **SECOND** Disciplinary Action Form (DAF) will be completed and the R.O.C.K.S Program supervisory staff will be notified. The participant's parent/guardian will be contacted to discuss the inappropriate behavior. In addition, parents/guardians will be informed that if the behavior continues, suspension and/or expulsion from the R.O.C.K.S Program may result.
5. If steps 1-4 have not resolved the situation, and inappropriate behavior continues, a **THIRD** Disciplinary Action Form (DAF) will be completed. R.O.C.K.S Program supervisory staff will contact the parent/guardian to inform them that their child will be suspended from the R.O.C.K.S Program for a specified period of time (2 days to 2 weeks). A letter will be sent to the parent/guardian by supervisory staff to confirm the suspension and to inform them that if the behavior continues their child will be expelled from the R.O.C.K.S Program.
6. If steps 1-5 have been followed and the inappropriate behavior continues to occur, a **FOURTH** Disciplinary Action Form (DAF) will be completed and R.O.C.K.S Program supervisory staff will contact the parent/guardian to inform them that their child has been expelled from the R.O.C.K.S Program for the remainder of the current school year. A letter will be sent to the parent/guardian by supervisory staff to confirm the expulsion.