

R.O.C.K.S AFTERSCHOOL PROGRAM

PARENT PACKET 2024/2025



Providing affordable afterschool programming in a safe environment through recreational and enrichment activities to benefit the youth of the community.

We are looking forward to having your child participate in 2024/2025 R.O.C.K.S Afterschool Program and hope that each participant in our program has a positive experience. Below is useful information about how the R.O.C.K.S Program operates:

- The R.O.C.K.S Program provides supervision by City of Costa Mesa Parks and Community Services staff on the school campus Monday - Friday from kindergarten dismissal until 6:00 p.m. Attendance is not mandatory and participants may be picked up anytime throughout the program with their codeword provided. The program observes all NMUSD holidays, in-service days, and vacation breaks.
- The 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 codeword, which will be required to sign out the participant. Parent/guardians can also give children written permission to sign themselves out. Participants 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.
- **AGES:** Children entering Kindergarten – 6th grade for the upcoming 2024/2025 school year.
- **ACTIVITIES:** Each participant in the program will have the opportunity to participate daily in active and passive games, arts & crafts, enrichment activities, and 30 minutes of homework time.
- **REGISTRATION & FEES**
 - A completed 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 and the Downtown Recreation Center.
 - Fees are set regardless of the actual number of school days or the number of days your child attends the program.
 - Requests for 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.
 - Registration BEFORE 11:00 a.m. is required for your child to participate that same day. If a child is not paid for that day, program staff will call the parents/guardians to update them along with having the child sit out from activities.
- **STAFF**
 - Staff is comprised of the Parks and Community Services Department's Community Services Leaders and maintains a 1:20 ratio.
 - We highly encourage every parent/guardian to introduce themselves to on-site staff and to get to know them on a first name basis.

- **SIGN-IN/OUT PROCEDURES**

- Parents/guardians must be present and provide the child's codeword when signing out.
- A Community Services 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.
- If your child needs supervision before and/or after school related extracurricular activities on campus (band, drama club, etc.), sign in/out procedures will need to be arranged with on-site R.O.C.K.S Program staff.
- Staff cannot stay past 6:00 p.m. to supervise the playground and/or children. If children are not picked up by 6:00 p.m. 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 10 minutes, or part thereof, for late pick-ups may be charged. Frequent pick-ups after 6:00 p.m. may result in removal from the R.O.C.K.S Program and will be determined on a case-by-case basis by the staff.

- **NMUSD, INFORMATION SHARING & CAMPUS USAGE**

- The R.O.C.K.S Program is operated by the City of Costa Mesa and is not affiliated with the Newport-Mesa Unified School District.
- Any ongoing behavioral issues, damage to property, conflicts between children or parents will be addressed to school personnel for overall knowledge of on campus occurrences.
- Please note, the R.O.C.K.S Program and the NMUSD personnel will not share any personal information regarding your child(ren) and family. For the safety of your child(ren), information involving special accommodations, medical conditions, or special arrangements for sign out procedures involving legal matters will need to be provided to R.O.C.K.S Program staff.
- Be aware that school campuses may be 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 Kidz Connect" and/or specialty clubs, outside organizations (YMCA, Think Together, Boys and Girls Club), community-based sports organizations (AYSO, Little League, Pop Warner, etc.), and the public.

- **ADDITIONAL IMPORTANT INFORMATION**

- Enclosed is a copy of the "**Afterschool 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.
- 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 aide for assistance or supervision during program hours. A 1-on-1 aide that is provided by the participant's family/guardian will be accepted with proper documentation.

- **REQUIREMENTS**

- Participants must be fully potty-trained. If a participant has a restroom accident, your child must be picked up immediately and disciplinary action may follow.
- Participants are fully responsible for all personal belongings (clothing, food, homework, etc.) brought to R.O.C.K.S. Please provide your child with a labeled backpack to store all belongings.

- **CONTACT INFORMATION**

- R.O.C.K.S Office: (714) 754-5013
- BCC Office: (714) 754-5158

R.O.C.K.S AFTERSCHOOL PROGRAM



AFTERSCHOOL FEES

SESSION PRICING

FEES ARE PER SESSION REGARDLESS OF THE ACTUAL NUMBER OF SCHOOL DAYS OR THE NUMBER OF DAYS YOUR CHILD(REN) ATTENDS THE PROGRAM.

Session 1:	August 19 – September 27, 2024	\$83	(6-weeks)
Session 2:	September 30 – October 31, 2024	\$70	(5-weeks)
Session 3:	November 4 – November 26, 2024	\$47	(3-weeks)
Session 4:	December 2 – December 20, 2024	\$47	(3-weeks)
Session 5:	January 6 – January 31, 2025	\$58	(4-weeks)
Session 6:	February 3 – February 28, 2025	\$47	(3-weeks)
Session 7:	March 3 – March 28, 2025	\$58	(4-weeks)
Session 8:	March 31 – April 25, 2025	\$47	(3-weeks)
Session 9:	April 28 – May 23, 2025	\$58	(4-weeks)
Session 10:	May 27 – June 6, 2025	\$33	(2-weeks)

REGISTRATION LOCATIONS

- Downtown Recreation Center – 1860 Anaheim Ave. M-F 8 a.m. – 5 p.m.
- City Hall – 77 Fair Drive (3rd floor Recreation) M-Th 8 a.m. – 4:30 p.m.
- Online – www.cmclassesonline.com

All ActiveNet credit card transactions will be charged a non-refundable processing fee for online and in-person payments. There is no processing fee for cash or check payments.

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

R.O.C.K.S AFTERSCHOOL PROGRAM



PROGRAM RULES

The R.O.C.K.S Afterschool Program has basic rules and regulations that are provided in the interest of the safety and well-being of all participants. Failure to follow rules will result in disciplinary action.

1. All school rules apply.
2. Children are expected to do 30 minutes of homework/educational time every day 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. Chromebooks can **ONLY** be used for homework, school assigned projects, and academic based games/activities during the scheduled 30-minute homework/academic time. Chromebooks are not to be shared between participants and screens must face staff to ensure proper usage.
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 the 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 Chromebooks 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. Leaving 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. Children are required to ask staff to use the restroom and water fountain, and will be accompanied by staff to those locations. Inappropriate behavior in the restrooms and misuse of water fountains may result in a DAF.
13. If children are experiencing problems with other children in the program, they are expected to notify on-site Community Services Leaders. Community Services Leaders will handle disciplining of children involved. Parents are not permitted to discipline or speak with any child but their own.
14. Closed-toe shoes must be worn at all times.
15. Participants must respect and use playground and R.O.C.K.S equipment appropriately. Climbing on school fences, gates, buildings, roofs, 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 R.O.C.K.S Staff. 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. Disciplinary action received in any program may result in expulsion or suspension from other City programs.

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.