



City of Manhattan Beach Afterschool REC Program 2023-2024 Parent Guide

<u>MANHATTAN HEIGHTS PARK (MHP)</u>	<u>LIVE OAK PARK (LOP)</u>	ADMINISTRATION
1600 Manhattan Beach Boulevard Manhattan Beach, CA 90266 Meadows REC Staff: (310) 877-0516 Pennekamp REC Staff: (310) 877-0511	1901 North Valley Drive Manhattan Beach, CA 90266 Pacific REC Staff: (310) 877-0503 Grand View REC Staff: (310) 877-0509	David Ibarra Recreation Supervisor (310) 802-5419 dibarra@manhattanbeach.gov Parks & Recreation Registration (310) 802-5448 mbparksandrec@manhattanbeach.gov

ABOUT THE REC PROGRAM

The REC Program is a user-pay program open to children 5 ½ - 12 and offers extended care to children in grades 1-5. Children will participate in self-directed and organized recreational activities designed to positively impact social connections, human development, and lifelong learning. Activities such as homework time, art and crafts, music, dance parties, movies, fitness fun, snacks, gardening, cooking, sports, tournaments, themes activities, and more. The ratio is one leader to 10 children. The children are supervised recreation leaders trained in the art of fun and are CPR-certified.

The REC Program also offers After School pick-up from four local elementary schools: Meadows Elementary, Pennekamp Elementary, Pacific Elementary, and Grand View Elementary. REC Program staff will meet the children at each school and walk them to their home park. Meadows and Pennekamp children will walk to Heights Park. Pacific and Grandview children will walk to Live Oak Park. If you do not require school pick up, you can drop off your child(ren) at the park of your registered choice

- To meet the staff click the [link](#):

PROGRAM FEE STRUCTURE

Monthly fee: September 2023- May 2024	Monthly fee: June 2024
<ul style="list-style-type: none"> • \$389 per month Residents • \$428 for NON Residents • 10% sibling discount applied at checkout. 	<ul style="list-style-type: none"> • \$199 for Residents • \$219 for NON Resident • 10% sibling discount applied at checkout.
Manhattan Heights Park	Live Oak Park (LOP)
<ul style="list-style-type: none"> • September 2022 – May 2023: A# 40769 • June 2023: A# 40770 	<ul style="list-style-type: none"> • September 2022 – May 2023: A# 40767 • June 2023: A# 40768
At the time of registration, please answer all questions, for example: Meadows/Pennekamp or Park Pass	At the time of registration, please answer all questions, for example: Grandview/Pacific or Park pass

WHAT IS INCLUDED IN THE MONTHLY FEE?

- Purchase of September 2023, gives you August 23, 24, 25, 28, 29, 30 & 31 for free.
 - (No walking pick up August 23,24 & 25)
- Daily snack.
- Homework help.
- Monthly worksops such as cooking, advance art activities, gardening, ceramics and much more.
- Educational workshops with local agencies and paid contractors
- Ten monthly Late night REC events with dinner included each month.
 - September 1, 2023
 - October 6, 2023
 - November 3, 2023
 - December 1, 2023
 - January 12, 2024
 - February 2, 2024
 - March 1, 2024
 - April 12, 2024
 - May 3, 2024
 - June 7, 2024
- For **most** no-school days, we offer All Day REC from 7:30 am - 5:30 pm (Heights and Live Oak Park)

And.....Free access to the Vacation REC Camps! If you are not enrolled in the monthly program, the prices are below. We also offer a 10% sibling discount. Hours are 7:30 am - 5:30 pm (Heights and Live Oak Park)

<u>FALL BREAK</u>	<u>WINTER BREAK</u>	<u>SKI WEEK</u>	<u>SPRING BREAK</u>
11/20-22/2023 RES: \$120 NONRES: \$132/WK LOP - A#: 40772 MHP - A#: 40773	RES: \$160/WK WK NONRES: \$176/WK Week 1: 12/26-29/2023 LOP - A#: 40774 MHP - A#: 40775 Week 2: 1/2-5/2024 LOP - A#: 40776 MHP - A#: 40777	2/19-23/2024 RES: \$199 NONRES: \$220/WK LOP - A#: 40778 MHP - A#: 40779	4/1-5/2024 RES: \$199 NONRES: \$220/WK LOP - A#: 40771 MHP - A#: 40780

The Afterschool REC Program and REC Camp are closed on the following days:

- Labor Day (September 4, 2023)
- Thanksgiving (November 23 & 24, 2023)
- Christmas Day (December 25, 2023)
- New Year’s Day (January 1, 2024)
- Memorial Day (May 27, 2024)

THE EXTENDED CARE WALKING PROGRAM

HOW TO REPORT AN ABSENCE TO REC STAFF?

If your child is absent from school, you must notify the REC staff by leaving a **voicemail or a text message** by noon on the day of each absence to the staff whom pick up at each location.

For example:

- David Ibarra
- Meadows, 1st agrade
- Not coming to REC 1.10.2024

By giving the staff this information, we will not have to wait for children that are not walking for that day. Below are the numbers listed to reach staff.

Manhattan Heights Park (MHP)

- 1600 Manhattan Beach Blvd. Manhattan Beach, 90266
- **Please call or text park staff by noon to report an absence.**
- Meadows REC Staff: (310) 877-0516 or Pennekamp REC Staff: (310) 877-0511

Live Oak Park (LOP)

- 1901 North Valley Drive, Manhattan Beach, 90266
- **Please call or text park staff by noon to report an absence.**
- Pacific REC Staff: (310) 877-0503 or Grand View REC Staff: (310) 877-0509

PLEASE NOTE:

Please add "Parks and Recreation staff" to your child's emergency form at school.
The REC cell phone may not be used for children to call home to make play dates.

MEETING PLACE AND DEPARTURE:

Remind your child to go directly to the meeting place after their bell rings. REC staff will wait until everyone is accounted for. It is the responsibility of the staff to leave in a timely manner. Late arrivals and/or unexpected absences can delay departure and homework times.

AFTERSCHOOL REC INFORMATION, RULES & REGULATIONS

RULES FOR PARTICIPANTS

- Participants must listen to directions from recreation staff and volunteers.
- Physical fighting or intentionally causing physical or emotional harm to anyone will not be tolerated.
- Participants must keep their hands to themselves.
- Profanity, inappropriate language, behavior, or gestures are prohibited.
- Participants must respect program property, supplies, and participants' property.
- Stealing, cheating, or lying will not be tolerated.
- Participants must stay in assigned areas.
- Damaging or defacing of property (including facility, park and personal property)
- Participants may not consume caffeinated drinks at REC.
- Personal electronics are not allowed on Afterschool REC sites unless it is a sanctioned electronics day by staff.

DISCIPLINARY PROCEDURES

Afterschool REC rules ensure each participant's positive experience within a safe, clean, green, and wholesome environment. When a rule is broken, staff will immediately council the participant and may issue a yellow slip. The Yellow Slip will detail the offense and disciplinary action or consequence. Once a Yellow Slip is given, it must be signed and returned the next day. Three (3) Yellow Slips will result in a meeting with the Recreation Supervisor. Depending on the severity of the offense, The City of Manhattan Beach has the right to suspend or expel a participant from the program, even if it is the child's first offense.

BEHAVIOR PROMISE

This is a written agreement made between the participants and the REC staff. This document is a tool for staff to allow participants to improve and learn from negative behavior. This is done hoping the participant will learn from their mistake and make better choices. If the behavior does not improve, it can lead to more severe consequences such as yellow slip, parent conferences, suspension, or expulsion.

The forms above are tools the staff will use to ensure safety and security for your camper and others. If your child receives one of these forms, please discuss it with them so they can share why they received it. All forms require a parent's/guardian's signature on the bottom so that staff understands you are aware of the situation.

BULLYING (PHYSICAL AND EMOTIONAL):

The definition of a bully is a blustering, quarrelsome, overbearing person who habitually badgers and intimidates smaller or weaker people. To bully someone is a serious offense and will not be tolerated. Participants caught bullying others will receive an automatic yellow slip. Depending on the severity of the offense, The City of Manhattan Beach has the right to suspend a child from the program, even if it is the child's first offense. (Refunds are not given for suspensions).

DAILY ACTIVITIES & HOMEWORK

Upon arrival, participants are provided an opportunity to complete homework. REC staff will assist as necessary; however, it is not their responsibility to ensure homework is completed before participants leave the program. After 4:00 pm, our primary focus is recreation-based activities. Participants who need more time with homework may do so on their own while REC staff lead recreational activities with the other participants. There will not be an assigned staff member to assist with homework during this time.

HOMEWORK EXPECTATIONS

Your child is responsible for bringing his/her homework assignments to the program. Your child is solely responsible for knowing which assignments must be completed on which days and for bringing textbooks, worksheets, workbooks, etc. Please note reliable Wi-Fi is not available. Participants are solely responsible for completing required assignments and reading. REC staff will check and assist with homework assignments. It's the child's responsibility to ask for help if needed from the REC staff.

Participants who do not have homework will stay where the staff can see them and may be required to stay inside to engage in a quiet, unobtrusive activity. If you have special instructions regarding homework completion while at Afterschool REC, let the REC staff know. Both homework and outdoor physical activities are our priorities. We want all participants to have time to run around, play, and socialize in addition to finishing their school work.

SIGNING OUT

Parents/guardians should list every adult authorized for pick up. If you wish to add an authorized pick-up, please do so in your online Active Net account profile and notify the REC staff. Participants will sign in upon arrival at the Afterschool REC site. Only authorized adults will be allowed to sign out and pick up participants.

We encourage parents/guardians to update their Active Net profile of authorized pick-ups and change contact numbers often. Unfortunately, staff does not have access to change personal information on your account. If you need assistance, please call the Parks and Rec Department at 310-802-5448. This information is vital so that staff can reach you in the event of a question or an emergency.

VISITATION & ELECTRONICS DEVICES

A large part of the REC experience is developing a sense of independence. We request parents/guardians notify the site supervisor (1) day before visiting to ensure we give you the time and attention you deserve. We also ask that parents/guardians only call in the event of an emergency. The telephone at the REC site is only used for emergencies and official business

In an age where everyone has an electronic device, it makes it very difficult for recreation leaders to have the participants engage in activities when they are focused on their devices. We encourage devices to be left at home, so they do not get lost, damaged, or misused at camp. There will be days when electronics will be allowed in a controlled environment. Should your child need to call home, they can ask their leader on their behalf to do so.

ATTIRE

Participants are required to wear closed-toe shoes every day. As the weather changes, participants will also be required to bring a sweatshirt, jacket, and attire for water activities.

SNACKS

Parents/guardians are encouraged to pack afternoon snacks for their child(ren), especially those with specific dietary needs. Every afternoon snacks will be offered. **Please notify recreation staff of special dietary restrictions and food allergies.** (This can also be done in your online Active Net account.)

FIRST AID AND ILLNESS

Staff will NOT administer medication. The participant, parent/guardian, or a designated caregiver will be responsible for administering any medications at appropriate times. In an absolute emergency, staff will call 911. Police and fire personnel are minutes away from Manhattan Heights and Live Oak Park. Staff is certified in First-Aid & CPR and trained to treat minor injuries. If your child receives a more serious injury, the team will take the steps necessary to obtain emergency medical care if warranted. If we cannot contact you or your child needs immediate attention, we will call 911.

If your child exhibits any signs or symptoms of illness, please be considerate to others by keeping your child at home. If a child becomes ill (especially with, but not limited to, fever or vomiting), parents will be contacted immediately to pick up the child. If the parent(s) cannot be reached, REC Camp staff will get someone on the authorized list.

MOVIE DAYS

Most movies are rated "G." Some prescreened rated "PG" movies may be shown. If a "PG" movie is shown, the name of the movie will be posted in advance. If participants do not want their children to watch, REC staff will provide an alternative activity during that time for them.

LOST AND FOUND

The City of Manhattan Beach is not responsible for lost, stolen, or damaged items. Lost items will be held for one week, then taken to a donation center. Please label all items brought to Afterschool REC and check weekly.

STAFF/PARTICIPANT INTERACTION

Staff is prohibited from contacting participants outside of REC Camp activities. This includes but is not limited to letters, emails, texts, phone calls, and any social media networking sites. Please do not ask staff for personal information.

BATHROOM POLICY: (All children must be toilet trained)

The Bathroom policy is designed to protect children proactively from unsafe situations OR peer-on-peer abuse.

- Regular bathroom trips will be made to reduce the need for "emergency" trips. A staff member will accompany groups to the bathroom to ensure appropriate and safe use. At no time may participants' or a group go into the bathroom without staff supervision.
- When using the bathrooms available in the public park, staff will confirm the bathroom is empty before allowing participants to enter. (If staff is of the opposite sex, they will step one foot in the door, and a loud voice ask, "Hello Parks and Recreation, is there anyone in here?" if no response is given, staff may proceed, and participants' may enter. If the response is "Yes," staff will wait outside until the patron is out of the restroom. At no time shall a staff member or a member of the public be in the bathroom alone with a single child. The staff member is to be outside the door to prevent anyone from entering the bathroom.
- If your child is known to have accidents etc., please pack extra sanitary wipes and extra clothes so they can clean up after themselves. If the accident is severe enough, staff will call home to arrange a pick-up.

CO-PARENTING

- Parents/guardians who are co-parenting will need to provide copies of a signed court order if there are any restrictions regarding custody. Without a signed court order, staff will be required to release the camper to either the parent/guardian or whomever they authorize to pick up the child.
- Staff will not get involved in personal matters. Please avoid putting staff in a difficult situation; please do not share personal information unrelated to the program with staff.
- Staff is not allowed to give out copies of documents (i.e., accident reports or attendance sheets) or information about who picked up on a given day.
- Any issues related to participants will be discussed with the authorized pick-up person on that day.
- Any material from the City of Manhattan Beach will be sent to the person who paid for the campers' registration.
- Parents have the authority to designate who picks up their child. A list for Parent 1 is separate from a list for Parent 2; staff will not share or discuss these lists between the two parties.
- Any violations of custody agreements on record will result in staff calling the Manhattan Beach Police Department immediately.
- Staff will document these kinds of situations, as well as file an incident report for city records.

CALIFORNIA MANDATED REPORTER

Staff members are mandated reporters. A mandated reporter is a professional obligated by law to report known or suspected child abuse or neglect incidents. Mandated reporters are part of the safety net that protects children and youth and have the ability to provide life-saving help to child victims in our community.

AFTERSCHOOL REC LATE PICK-UP POLICY

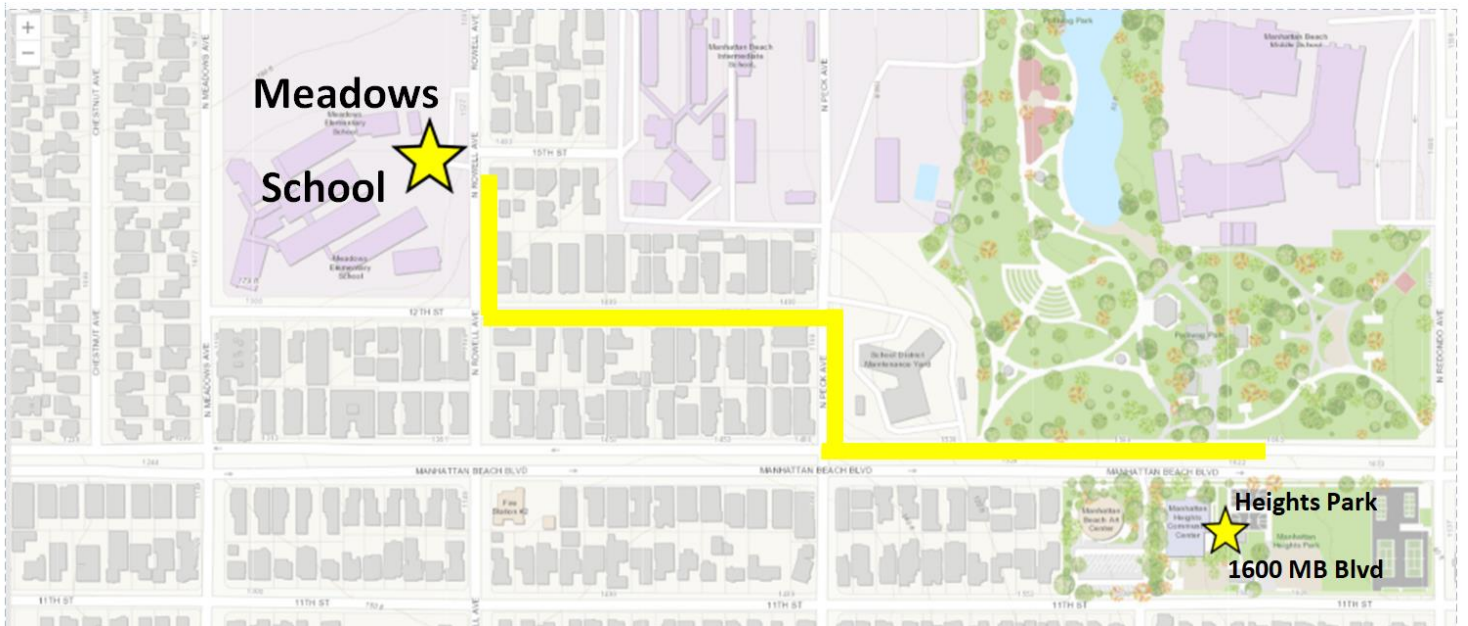
Afterschool REC closes at 6:00 PM. A late fee will be charged beginning at 6:01 PM. The late fee is **\$10.00 per child** for every ten-minute interval or portion thereof that the child remains with REC staff after 6:00 PM. The clock at the Afterschool REC site is used to determine the time.

Time	Fee Per Child
6:01 PM - 6:10 PM	\$10
6:11 PM - 6:20 PM	\$20
6:21 PM - 6:30 PM	\$30

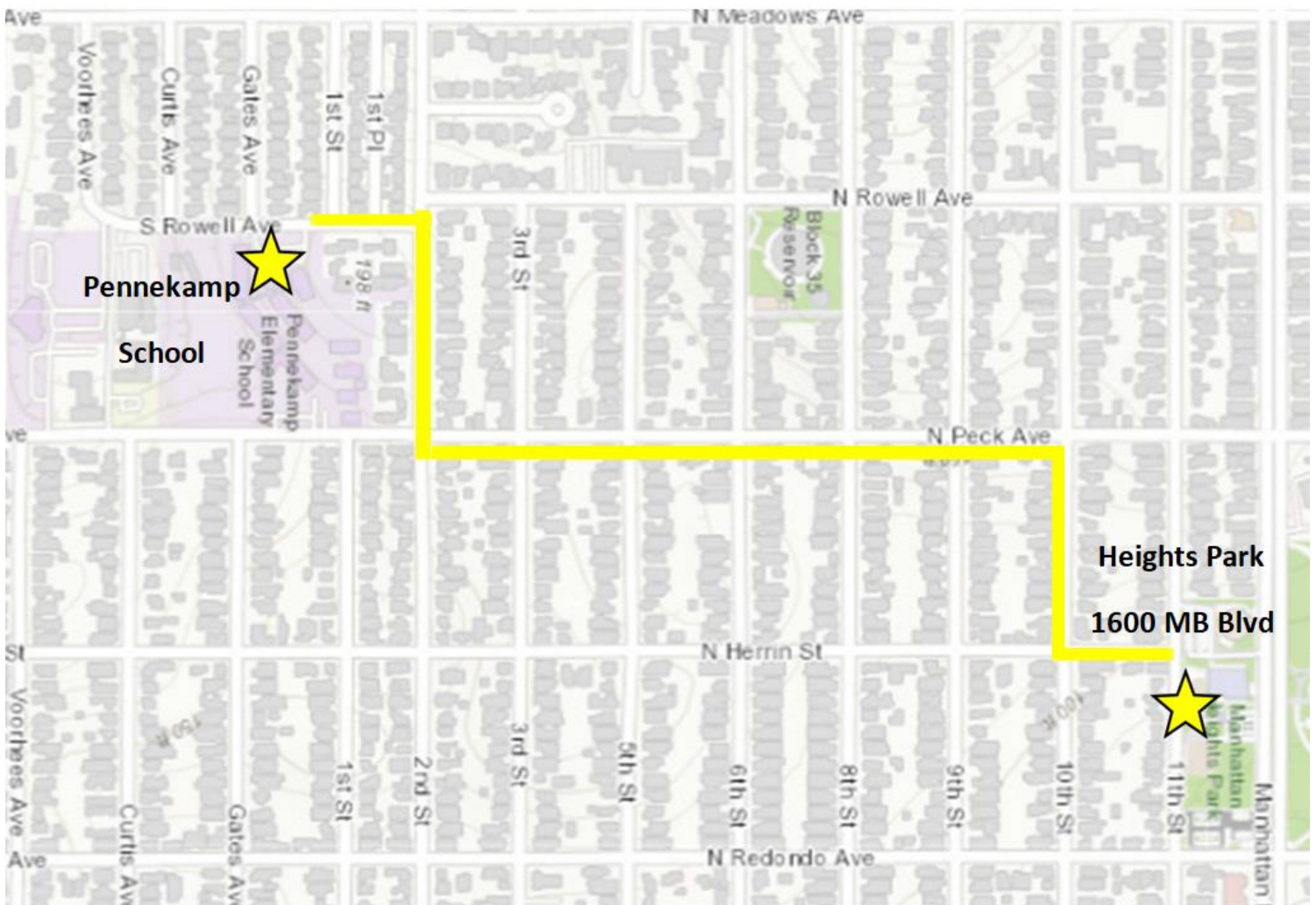
Payment of late fees may be in the form of cash or a check payable to the City of Manhattan Beach, with "Afterschool REC" specified in the memo. A receipt will be issued for all late fee payments. If payment is not submitted during the late pick-up, it must be submitted within 48 hours.

Suppose a participant has not been picked up by 6:30 p.m. and there is no answer on any of the phone numbers listed for that child. In that case, the Manhattan Beach Police Department will be notified, as required and instructed by the Department of Social Services. The Police Department's front desk number is (310) 802-5140. Emergencies called in by telephone will be taken into consideration.

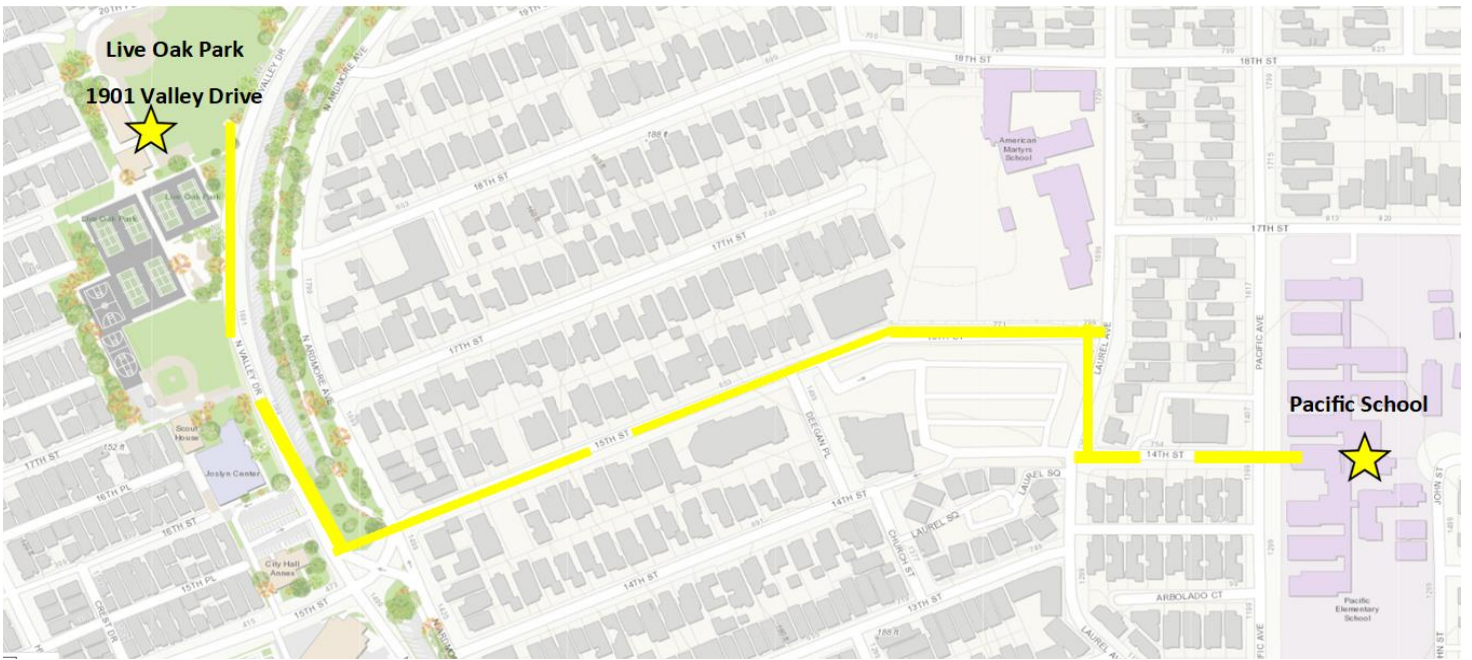
MEADOWS SCHOOL TO MANHATTAN HEIGHTS WALKING ROUTE



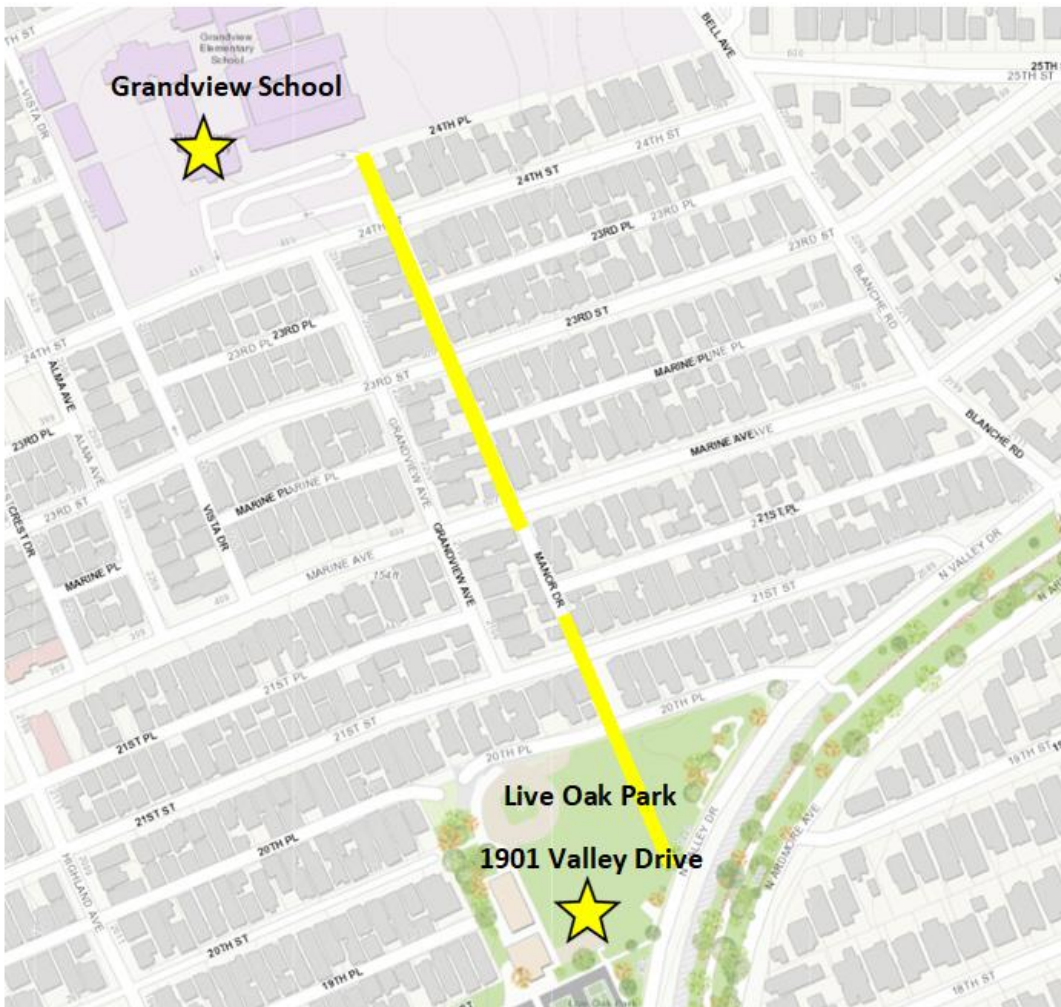
PENNEKAMP SCHOOL TO MANHATTAN HEIGHTS WALKING ROUTE



PACIFIC SCHOOL TO LIVE OAK PARK WALKING ROUTE



GRANDVIEW SCHOOL TO LIVE OAK PARK WALKING ROUTE





WALKING PROGRAM RELEASE OF LIABILITY FORM 2023-2024

Participation in the City of Manhattan Beach Afterschool REC Program involves various physical activities, including but not limited to walking, games, sports, park equipment, and water sports. Injury to the back, neck, arms, legs, joints, sprained muscles, bruises, and more serious injury is possible. These are inherently dangerous activities with a significant risk of injury. In applying for my child to participate, I assume the risk of these activities, including all injuries which may ensue.

In consideration of the acceptance of my child's entry to the Afterschool REC Program, I waive all claims for my child and my heirs against officials or sponsors of the City of Manhattan Beach, Manhattan Beach Unified School District, its officers, agents, volunteers and employees for any claims, demands, injuries, illness, damages, or actions to my child or property arising out of or in connection with or which may directly or indirectly result from my child's participation in these events.

I hereby hold the City of Manhattan Beach, its employees and agents, and the sponsors and operators of the Afterschool REC Program harmless from all claims which may be brought against them by my child, myself, on my behalf, or by any third party for any such injuries or claims aforesaid. I further state that my child is in proper physical condition to participate in this program Afterschool REC Program. Signing up for the Afterschool REC Program signifies an understanding of all program rules and regulations.

Date: _____

Child's name: _____ Grade: _____

Child's name: _____ Grade: _____

School child attends: _____

Guardians name: _____

Guardians signature: _____

Please add "Parks and Recreation staff" to your child's emergency form at school.