

ALAMEDA RECREATION AND PARK DEPARTMENT

2226 Santa Clara Ave, Alameda, CA 94501

(510) 747-7529 / arpd@alamedaca.gov



**Parks
Make
Life
Better!**

2023-2024 RAP PARENT HANDBOOK



FAX: (510) 523-4071 / www.alamedaca.gov/recreation

TAX ID: #94-6000288

Welcome to Alameda Recreation and Park Department's Recreation Afterschool Program (RAP)!

We are delighted that your child will be participating in RAP. This program is designed to provide children in elementary school with a variety of supervised recreational activities on weekday afternoons. The goals of the program are to help children discover and explore new recreational interests, encourage participation, and provide supervised social opportunities. The following information will answer many of your questions. For additional information or clarification, please contact the Alameda Recreation and Park Department by email at arpd@alamedaca.gov or calling (510) 747-7529 during business hours.

STANDARD OF CARE

- Alameda Recreation and Park Department prides itself on employing a staff that is well trained, customer friendly and prepared to implement a program that is consistent with the City's mission and the goals developed for each program.
- **RAP** Staff are trained Recreation Leaders. Staff are hired based on their experience working with children, and are certified in CPR and First Aid.
- A ratio of 1 staff person per 14 children will be maintained at all times.

SAFETY

Your child's safety is extremely important. We require **RAP** participants to walk with Staff to **RAP** sites. **RAP** participants must obey all Staff instructions and traffic rules while en route to their sites. Those who have **bicycles or scooters must walk** them and stay with Staff. *ARPD Programs follow all State and County Health Protocols.*

COVID-19 Practices, Policies and Procedures

- RAP participants and staff will follow the mask requirements/recommendations of the time, based on Alameda County Health Guidelines.
- Programs will be held primarily outdoors as weather and air quality dictate. Social distancing will be practiced whenever possible.
- Participants will be asked to frequently wash their hands, and hand sanitizer will be available.

If a child develops symptoms during **RAP** hours, staff will contact parents to pick up their child. We will separate the child from the group until they are picked up from the park. We ask that children are picked up within 30 minutes of contact.

If a child is sent home due to illness (whether or not COVID-related), during SCHOOL hours, a parent/guardian must contact ARPD and let them know they will not be attending **RAP**.

RAP follows all State and County Health Protocols for child care settings.

LOCATIONS

SCHOOL

RAP SITE

Bay Farm.....	Tillman Park (220 Aughinbaugh Way, Bay Farm Island)
Earhart.....	Leydecker Park (3221 Mecartney Road, Bay Farm Island)
Edison	Lincoln Park / Harrison Center (1450 High Street)
Franklin	Franklin Park (1432 San Antonio Avenue)
Love	Franklin Park (1432 San Antonio Avenue)
Maya Lin.....	Washington Park (1228 8 th Street)
Otis.....	Krusi Park (3001 Otis Drive)
Paden.....	Washington Park (1228 8 th Street)
Ruby Bridges	Bayport Park (301 Jack London Avenue)

IMPORTANT - IMPORTANT - IMPORTANT

A minimum of 8-10 students must be registered at a school in order to be a RAP Pick-Up Site

Phone Numbers

Bayport Park	(510) 263-1428
Franklin Park.....	(510) 522-3132
Krusi Park	(510) 522-4341
Leydecker Park	(510) 521-1266
Lincoln Park.....	(510) 865-0603
Tillman Park.....	(510) 521-8307
Washington Park.....	(510) 521-0162

DAY CHANGES

At registration, you must specify the days of the week **RAP** will pick up your child. These days will remain the same for the full session unless you pay the **\$15 administrative fee** to change them.

EXTRA DAYS (3 DAY PROGRAM PARTICIPANTS)

You may add additional pick-up days (outside of your regular days). You **CANNOT SWAP** any of your unused regular day(s) for any additional day(s). There is a **\$21 per day charge**, which must be paid in full **48 business hours in advance** of the date needed.

ABSENCES

On days when your child will be absent from **RAP**, please notify the Recreation and Park Department Office: ***email: arpd@alamedaca.gov or call (510) 747-7529, before 11:30 a.m.*** Specifically ask that a note be left in the **RAP** box. **Refunds, credits or make up days will not be given for missed days.** **RAP** Staff cannot accept the word of the child.

DAYS AND TIMES

The school year is separated into three sessions:

Fall Session:	<u>August 21 to November 17, 2023</u>
Winter Session:	<u>November 27, 2023 to March 15, 2024</u>
Spring Session:	<u>March 18 to June 6, 2024</u>

RAP meets Monday through Friday from school dismissal time to 5:30 p.m. Dismissal time includes early dismissal on Wednesdays and modified school days. Children may register to attend **RAP** for 3 or 5 days a week. **RAP** is open on student school days only. **RAP is not held on school holidays or non-school days; however, ARPD may offer alternative programs.**

RAP participants must meet **RAP Leaders** **as soon as school is dismissed** (and this includes modified school days) at the following locations

SCHOOL MEET RAP LEADER AT:

Bay Farm**	Front of school office; flagpole
Earhart* **	Playground structure
Edison**	Picnic tables near playground
Franklin**	Front of school; flagpole
Love**	Four-square Area on play yard
Maya Lin**	Front steps on Taylor Avenue
Otis**	Fence that runs between school yard and Krusi Park
Paden**	Front steps near flagpole
Ruby Bridges**	Front of media center; flagpole

**Earhart 1st Graders will be picked up just outside their classrooms.*

***For any Kindergartners at these sites, children will be picked up at their Bridge Program location. **Please provide location to ARPD prior to the first day of RAP.** We will pick up 10 minutes prior to the dismissal bell for the 1st through 5th Graders.*

Reminder: **RAP** Staff are not able to return back to school to pick up late children. No special arrangements can be made to accommodate children who are late coming back from field trips, attending after school enrichment programs, detention, etc

DAILY PICK-UP LOCATION & PROCEDURES

- Children should be checked-out at the table near your RAP site's Recreation Center door. Only those people on the Authorized Persons List will be allowed to check children out of RAP.
- The RAP program ends at 5:30 pm at all RAP sites. Parents or other authorized persons must be prompt in picking up their children. Children may walk or bike home if parents have indicated they have permission on the registration form, including departure time.

NOTE: **Once a child signs self out, they may not return to RAP. They are checked out for the day.** Changes in pick-up arrangements must be communicated through the Alameda Recreation and Park Department main office by email: arpd@alamedaca.gov or calling (510) 747-7529.

THERE IS A LATE FEE OF \$1 PER MINUTE FOR ANY RAP PARTICIPANT THAT IS PICKED UP AFTER THE LISTED PROGRAM END TIME – Staff will notify Main Office, and your late fees will be added to your ARPD ACTIVE Net account. If a parent is habitually late (more than twice), additional fees may be imposed and/or the child may be dropped from the RAP program.

***FOR THE SAFETY OF THE CHILD, THE POLICE WILL BE CONTACTED
IF YOUR CHILD IS NOT PICKED UP BY 6:00 P.M.***

REGISTRATION PROCEDURES

Registration fees must be submitted **48 hours in advance** before your child is picked up by RAP Staff. RAP information is available online:

<https://www.alamedaca.gov/Departments/Recreation-Parks/Recreation-Afterschool-Program-RAP>



For the Winter and Spring Sessions, you will only be able to register if you are enrolled in the previous session. For these two sessions, you will have the choice to pay the Single Payment, or pay two Auto-Payments. If a site has availability, and you were not registered for the previous session, please contact ARPD. If you are unable to register online, please contact ARPD for alternative processing method.

REMINDER! – *IF your child is not on the roster at the beginning of any new session, your child will be taken to their school office and you will be called to pick him/her up.*

PAYMENTS

RAP fees are due when registering your child. We must receive either the single payment or the scheduled auto-payment at the time of registration. Siblings pay the same fees. ***THERE ARE NO REFUNDS, CREDITS OR MAKE-UPS FOR DAYS YOU MISS.***

CANCELLATION POLICY

If you have a change of schedule or the program is not working for you, credits may be granted on a prorated basis with the Supervisor's approval. All cancellations will be assessed a \$15 withdrawal fee, in addition to any prorated amounts. Please remember that the \$25 Fall Session deposit is NON-REFUNDABLE.

RECEIPTS

You will be issued a receipt upon registration for tax purposes. There will be a ***\$5 reprint service charge for each receipt.*** The tax identification number for Alameda Recreation and Park Department is: **94-6000288.**

FEE ASSISTANCE

A limited number of partial scholarships are available for Alameda residents only. To qualify, you will need to complete a Fee Assistance Request Form and allow up to three (3) weeks to process. Supporting documents will need to be submitted along with the application. To request an application, please email ARPD: arpd@alamedaca.gov

AFTER SCHOOL ACTIVITIES/SCHEDULES

On days when your child has an after school activity of any kind (enrichment, late return from a field trip, detention, etc.) your child will not be picked up by the RAP staff. RAP staff cannot wait for your child as they must return to the park. If your child will be dropped off at RAP after the conclusion of their program, it is the parent's responsibility to make those arrangements. Please notify the Recreation and Parks Office, (510) 747-7529, ***before 11:30 a.m.*** Specifically ask that a note be left in the RAP box. ***Refunds, credits or make up days will not be given for days you miss.***



RAINY DAYS

RAP participants (with the exception of Bay Farm School, Franklin School, Otis School, and Ruby Bridges School) may remain at their school site on very rainy days unless there is a break in the weather. **They should dress appropriately for wet or cold weather.** If you do not want your child to attend **RAP** on a particular day due to weather, be sure to let the **RAP** Leader know by leaving a message with the Recreation and Parks Office: ***email – arpd@alamedaca.gov or calling (510) 747-7529 (option 1) before 11:30 a.m.*** If parents are not sure where to pick up their child on days of inclement weather, contact the Recreation and Parks Office ***after 4:00 p.m. by email: arpd@alamedaca.gov or calling (510) 747-7529 (option 1).***

HOLIDAYS & NON-SCHOOL DAYS

RAP does not meet on the following Alameda Unified School District (AUSD) Staff Development Days, Public School Holidays or Legal Holidays:

September 4, 2023	Labor Day Holiday
October 9, 2023	Non-School Day
November 10, 2023	Veteran's Day Holiday
November 20-24, 2023	Fall Break
December 22, 2023 – January 5, 2024	Winter Break
January 15, 2024	MLK Jr. Day
February 16-23, 2024	President's Week Break
April 8-15, 2024	Spring Break
May 24 & 27, 2024	Memorial Day Break

*We will have camps available during the week-long breaks that are ***NOT PART OF RAP***. We will have alternate programming on **select** non-student days, where applicable. Separate registration forms and payment are required and will be available in the Alameda Recreation and Park Department (2226 Santa Clara Ave, Alameda, CA 94501) or download forms from www.alamedaca.gov/recreation

SNACKS

A snack will be provided each day. This is not intended to be a meal, so if your child(ren) would like more than what **RAP** provides, please send them with extra snacks. Please inform Staff if your child has any allergy or food sensitivities. ***Should your child have a severe food allergy,*** you may wish to provide a snack for your child.



BEHAVIOR

Participants are expected to follow Staff directions, show respect for other children and the park. Children must use equipment and supplies appropriately and safely. Behavior problems will be handled using a progressive discipline procedure. This may include warnings, time-outs, phone calls to parents, suspension and/or expulsion from the program. Each incident will be handled on a case-by-case basis, and staff will determine discipline appropriate to the incident.

Children will also be put on a Behavior Agreement, if it becomes necessary. Behavior Agreements are signed by the child, their parent(s), the **RAP** Site Staff, and the **RAP** Program Supervisor.



HOMEWORK

It is **NOT** the **RAP** Leaders' responsibility to provide one-on-one tutoring for your child or to ensure that homework is completed by the time the child is picked up or leaves for the day. However, a homework area will be provided for children to use.

LOST AND FOUND

Each site will have a ***Lost and Found Container***, which will be emptied at the end of each session. Should your child lose an item, please check with your Recreation Leaders to see if it has been turned in. The Alameda Recreation and Park Department is not responsible for any lost or stolen items. *Please do not bring any electronic, valuable, or sentimental items to **RAP**.*



Thank you for your interest in our **RAP** after school care program. We hope your child enjoys their experience this year!