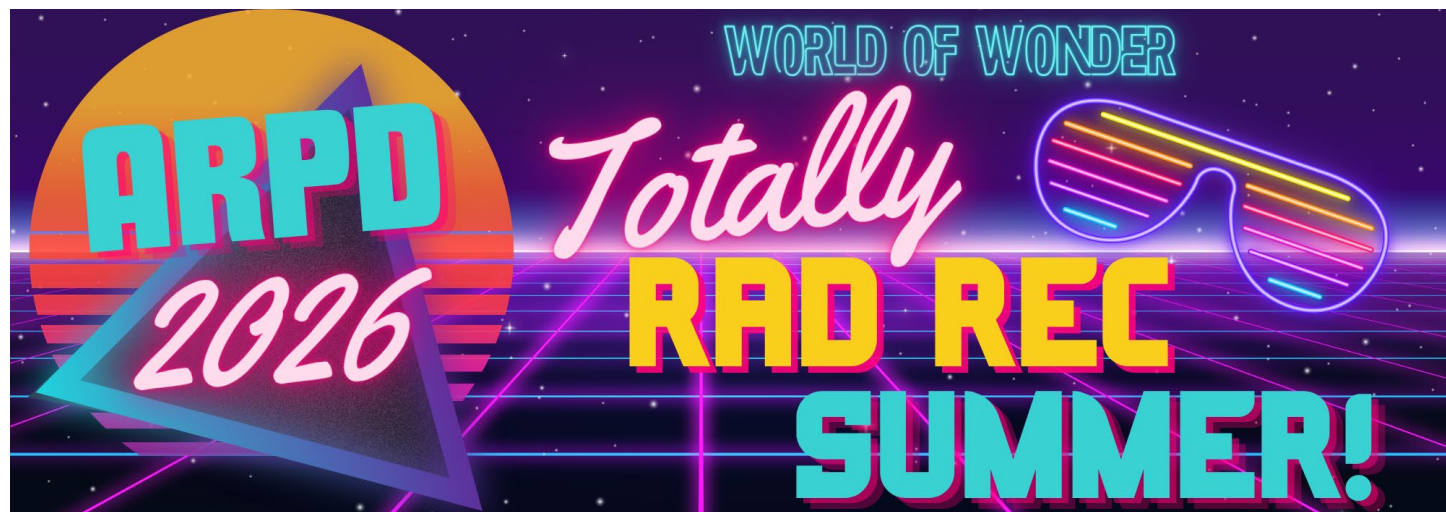


ARPD WORLD OF WONDER (WOW) PROGRAM PARENT HANDBOOK



A Totally RAD REC Summer! **2026**

Monday, June 15th - Friday, August 7th
8:00am - 5:30pm



ARPDplay



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**Parks
Make
Life
Better!**

Alameda Recreation and Park Department
2226 Santa Clara Avenue, Alameda, CA. 94501 – (510) 747-7529
arpd@alamedaca.gov – www.alamedaca.gov/recreation - Tax ID: 94-6000288

Welcome!

We are looking forward to getting to know your child and your family or getting to know you better! Below you'll find a table of contents and checklist of some things that need your attention. Thank you!

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REGISTRATION PROCEDURES

There are three ways you may register for our WOW Program. Payment must be made at the time of registration, but feel free to pay either for a session at a time, or for the whole summer at once.

1. **Register Online** at alamedaca.gov/recreation with your credit card.

Please use an AMEX, Discover, MasterCard or Visa.

2. **Mail in** a registration form and payment to the ARPD Office. You only need to turn in one form per summer. We can accept cash, checks, or any of the cards listed above.
3. **Fax** a registration form with a credit card number. Please indicate what session(s) and which WOW site to charge to your credit card. To pay for subsequent session(s), simply email us or call and leave a message.

Registration cannot be accepted at the WOW sites.

Payment

If you pay per session, your payment must be made by the Friday prior to the session you want to register for; the fee increases by \$20 after that time. Spaces are first-come, first-served so it's possible for your preferred WOW site to be filled. Please plan accordingly.

Weekly Fees

<u>Bayport WOW</u> Monday – Friday 9:00am-4:00pm	<u>Godfrey, Franklin, Krusi & Washington WOW</u> Monday – Friday 8:00am-5:30pm
\$263R / \$309 NR per child, per week (Monday-Friday)	\$294 R / \$353 NR per child, per week (Monday-Friday)
\$211R / \$248 NR per child, per week – June 15-18 (no WOW on June 19 th)	\$235 R / \$267 NR per child, per week - June 15-18 (no WOW on June 19 th)

See page 7 for policies on cancellation, illness, etc.

ARPD Main Office Contact Card
2226 Santa Clara Avenue, Alameda, CA 94501 Mon - Fri, 8:30am - 5:30pm Email: arpd@alamedaca.gov Phone: (510) 747-7529 ext. 1 Fax: (510) 523-4071 Tax ID #: 94-6000288 Website: alamedaca.gov/recreation

ABOUT WOW

The World of Wonder (WOW) Program has been the favorite way for kids to spend their summer vacation, and for parents to be assured of the security of a supervised recreational care program. WOW will be held at various park sites across Alameda for children who have completed TK through 4th Grade. All programs will spend most of the program day enjoying activities outdoors.

All activities are geared toward a weekly theme. Activities include, but are not limited to the following: crafts, games, cooking, drama, nature, walking excursions and much, much more! ARPD summer programs will emphasize recreational activities (sports, active games, fitness), enrichment activities (arts & crafts, science, passive and social games, cooking), and youth development (safety, community/team building, positive relationship building, skill building).

Any questions or concerns regarding our WOW Program? Feel free to contact the WOW Coordinator at arpdwow@alamedaca.gov or leave a voicemail at 510-747-7542, between June 15th – August 7th. *Please call the Main Office at 510-747-7529 (ext. 1), to register or make any changes to an existing registration.*

WOW Program Contact Card		
WOW Coordinator: (510) 747-7542 & arpdwow@alamedaca.gov		
Bayport Park	301 Jack London Avenue	510-263-1428
Franklin Park	1432 San Antonio Avenue	510-522-3132
Godfrey Park	281 Beach Road, Bay Farm Island	510-521-1551
Krusi Park	3001 Otis Drive	510-522-4341
Washington Park	1228 8 th Street (at Central Avenue)	510-521-0162

All sites must meet a minimum of 8 participants per session to operate; in the case of low enrollment, families will be contacted about moving sites.

Standard of Care

Alameda Recreation and Park Department (ARPD) prides itself in employing Recreation Leaders who are professional, friendly, and prepared to implement our World of Wonder (WOW) Program. All WOW Leaders are certified in First Aid, CPR, and hired based on their experience in working with children. ARPD Staff are required to follow department policies and procedures, and any grievances with ARPD Staff is to be addressed at the ARPD Main Office with the appropriate supervisor for the respective Staff. Grievances can be communicated to the WOW Program Coordinator at arpdwow@alamedaca.gov or (510) 747-7542.

Behavior Expectations

ARPD strives to provide an inclusive and fun experience for all participants within our programs. ARPD Staff work to support our participants to the best of our abilities to allow everyone to be successful. However, ARPD reserves the right to make decisions for the betterment of the entire program and all participants if necessary.

All Participants will be held to the ARPD Code of Conduct as outlined below. Additionally, participants are expected to follow staff directions, show respect for other children and the park, and 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, a behavior contract, suspension and/or expulsion from the program. Each incident will be handled on a case-by-case basis and staff will determine discipline that is appropriate to the incident.

Code of Conduct

- By enrolling in ARPD programming, participants and their families agree to...
 - Respect all ARPD Staff members and follow the policies outlined in this handbook.
 - Follow rules and guidelines for the specific location of the programming (e.g. Franklin, Washington, Krusi, and Godfrey)
 - Be familiar with the contents of this handbook and prepare participants on the expectations of the program.
- Acts of aggression or violence will not be tolerated.

Failure to comply with the ARPD Code of Conduct, Handbook, policies and procedures as outlined at each site, may lead to any the following consequences:

- A verbal warning from staff to the participant and notification of warning to the parent/guardian.
- A written warning to the parents/guardian and/or implementation of a behavior plan.
- Removal from the program for the remainder of the day.
- Suspension from the program for one week or remaining duration of the current program. In this case, a written behavior contract between ARPD, participant, and parent/guardian will be required for the participant to return to the program, if they are eligible to return.
- Expulsion from the program.

In the case of a suspension or expulsion, requests for re-admittance to future sessions can be submitted to the WOW Program Coordinator at arpdwow@alamedaca.gov.

No refunds will be issued for any missed programming due to behavioral issues, suspension or expulsion from the program.

ARPD will communicate any policy changes via email.

YOUR REGISTRATION FORM TO DO LIST

☐ Authorized Persons List

- On your Registration Form, please list FIRST AND LAST names of anyone who is allowed to pick up your child/ren (including parents).
- Participants will not be released to people whose names are not on this list.
- All people on the Authorized Persons List must present a photo ID.
- Once a participant has been checked out, they cannot return until the following day.

If there is a change to the Authorized Persons list, a parent /guardian must submit the changes through the ARPD Main Office. In the event of an emergency, parents or guardian may email: arpd@alamedaca.gov or leave a message on ARPD Office phone at (510) 747-7529 ext. 1, and inform staff who will be picking up the child.

See more on pick up & drop off on page 6.

☐ Individual Needs List

On your Registration Form, please provide any details regarding your child's medical needs, including food allergies and dietary preferences, along with any other physical, emotional or developmental needs they may have. Safety is of the utmost importance for all ARPD participants. Providing ARPD with this information is crucial for us to determine when and how we can safely support your child.

☐ Medication Authorization Form

ARPD Staff are allowed to give participants medication during ARPD program hours, only if:

1. You fill out our Medication Authorization Form, which includes directions for administration of medication (e.g. time, dosage amount) and written permission from you.
2. You bring in a current prescription bottle, clearly labeled with the name of the child who will receive the medicine. All medications must be accompanied by written instructions from the prescribing physician.

We cannot under any circumstances administer any medication without a doctor's note or prescription stating how much and how often it should be given.

KEY POLICIES

Drop Off & Arriving Prepared

- Use the check-in table at the WOW site's Recreation Center, each morning.
- Bring a sweatshirt or light jacket daily.
- Bring a lunch daily (sharing of lunch contents is prohibited).
- A reusable water bottle can be brought daily (child's name should be clearly marked).
- Apply plenty of sunscreen before attending WOW, and bring it to WOW, so child/ren can reapply throughout the day (Recreation Leaders can provide reminders but are not responsible for re-application of sunscreen).
- Children should wear appropriate play clothes, socks, and closed-toed shoes at all times.
- It is highly recommended that children wear sunscreen, hats, and shirts at all times.
- Children **should not** bring personal belongings to the park. If personal items are brought to WOW, the City of Alameda, ARPD Staff and/or program participants **will not** be held responsible for loss or damage.

Pick Up & Late Fees

- Use the check-out table at the WOW site's Recreation Center, each afternoon/evening.
- Only those people on the Authorized Persons List will be allowed to check children out (see your to do list on page 5).
- The WOW program ends promptly at 5:30 - Adults must be early or on time for pick up.
- Late fees are \$1 per minute after 5:31 pm and will be added to your account to be paid within the following week.
- If an adult is late for pick up three times, additional fees may be imposed, or the child may be dropped from the WOW program.

Cancellation Policy

- You must cancel or withdraw at least one week before the program starts to receive a refund or credit on your ARPD account, for future use. A \$20 service fee will be charged for each class, camp, or program you cancel or withdraw from.
- If cancellation is necessary, please email: arpd@alamedaca.gov or call (510) 747-7529 ext. 1 and leave a message ASAP (we may have waiting lists). You will not receive a refund/credit without proper notification.

Illness

If your child becomes ill during the WOW day, the child will be isolated while parents and/or emergency contact are notified. If a parent is not available, they must have a person from the Authorized Persons List or designee, **arrive within 30 minutes for pick-up.**

2026 ACTIVITY OVERVIEW

Daily Activities

- This summer's theme at WOW is "A *Totally* Rad REC Summer"! We will also have weekly themes that will set the framework for daily activities (see below).
- Age-appropriate activities and supervision are for youth who have completed grades TK – 4.
- Morning and afternoon snacks will be provided. This is not intended to be a meal, so if your child/ren would like more than what WOW provides, please send them with extra snacks.
- If walking trips are planned, staff will notify parents at the beginning of the week, along with anything participants should bring or be prepared to do (e.g. swimming, library, beach).

Field Trips w/ Bus Transportation

- These trips are **optional** and have an **additional cost** on top of the weekly WOW fee.
- Field trips are for children who have completed 1st through 4th grades, as of Summer 2026.
- If your child is enrolled in WOW during the week of the field trip, you will pay the field trip fee and pick up & drop off will still happen at the five WOW sites.
- If your child is **not** enrolled in WOW during the week of the field trip, they can still attend! You can pay the non-WOW field trip fee and pick up & drop off will take place at Krusi Park.
- Field trip fees are not eligible for refunds or credits.

	Dates	Theme	Out of Town Field Trip	Date
1	June 15-18	Making New F.R.I.E.N.D.S	N/A	N/A
2	June 22-26	Toontime Takeover	Swimming at Cull Canyon <i>Castro Valley</i>	June 26
3	June 29 – July 3	America 250...Let's <i>Totally</i> Celebrate!	N/A	N/A
4	July 6-10	Throwback Tech	Adventure Playground <i>Berkeley</i>	July 9
5	July 13-17	Star Search	Splash Bash <i>Encinal Swim Center, Alameda</i>	July 17
6	July 20-24	The Ultimate Mix Tape	N/A	N/A
7	July 27-31	Let's Get Physical!	Aqua Adventure Water Park <i>Fremont</i>	July 29
8	August 3-7	Rewind and RePLAY!	N/A	N/A