2019-2020
RECREATION AFTERSCHOOL PROGRAM (RAP) FOR KINDERGARTNERS ENROLLED AT MAYA LIN & PADEN ELEMENTARY SCHOOLS ONLY

RAP LOTTERY REGISTRATION DATES:
MONDAY, MAY 20 - FRIDAY, MAY 31, 2019
Open Registration For Remaining Spots Starts July 15, 2019

To give everyone an opportunity to participate in our very popular program, ARPD will be conducting a LOTTERY for potential RAP participants for school year 2019-20.

ALL NEW AND RETURNING PARTICIPANTS may fax, e-mail, mail or drop-off a COMPLETED RAP Registration form with payment to ARPD’s Main Office between MAY 20-31, 2019.

IMPORTANT:
Before RAP Program can begin at a school site, we must have 8 students registered. If we do not meet our minimum number, there is a possibility that our RAP Program for that school may be cancelled or delayed.

HOW DO WE REGISTER FOR RAP?
• Mail or Drop Off completed RAP form with payment (Single or 1st Installment Payment) to: Alameda Recreation and Park Department, 2226 Santa Clara Ave, Alameda, CA 94501 (make checks payable to ARPD)
• E-mail completed form with American Express, Discover, MasterCard or VISA to arpd@alamedaca.gov
• Fax completed form with American Express, Discover, MasterCard or VISA to (510) 523-4071
• Online and phone registration are not available for RAP
• Single payment will be charged unless you indicate on the form that you wish to pay the 1st Installment Payment
• Incomplete registrations will delay processing. Any forms received before May 20th or after May 31st will be processed after those received during the lottery.
• Once we have your completed RAP form on file, you may make your payments over the phone, (510) 747-7529, with your credit card throughout the school year.

PLEASE NOTE:
• RAP LOTTERY DRAW WILL TAKE PLACE DURING THE WEEK OF JUNE 3RD. Your RAP registration and payment will be processed and charged during the following month. Receipts will be e-mailed to parents by July 12th.
• ONLY THOSE WHO ARE PLACED ON A WAITING LIST WILL BE NOTIFIED BY ARPD ONCE THE LOTTERY PULL IS COMPLETED.
• All remaining spaces will be open for registration starting on July 15th.

WHAT DO WE DO AT A RAP?
• Daily Snack
• Games
• Arts & Crafts
• Cooking
• Sports
• Outdoor activities (weather permitting) in a supervised, safe environment

Need Financial Assistance? A limited number of partial scholarships are available for Alameda residents only. To qualify, complete a Fee Assistance Request Form from ARPD and allow a minimum of three (3) weeks to process your request.
WHEN DOES RAP MEET?
RAP meets every school day at dismissal time, including modified or early dismissal school days and ends at 5:30 p.m. **THERE IS NO RAP CARE ON SCHOOL HOLIDAYS OR NON-SCHOOL DAYS.** AUSD provides us with the early and modified day schedule before the school year begins and we plan accordingly.

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>PARK SITE</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maya Lin</td>
<td>Washington Park</td>
<td>740 Central Ave</td>
</tr>
<tr>
<td>Paden</td>
<td>Longfellow Park</td>
<td>520 Lincoln Ave</td>
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</table>

HOW DO WE MEET OUR RAP LEADERS?
RAP Leaders will pick up Kindergartners from their classrooms at dismissal time. As a group, RAP Leaders and participants will walk back to their assigned park site.

Once RAP Staff leaves school grounds for their park site, they cannot return to school for late kids (i.e. field trips, enrichment, etc.). RAP fees **DO NOT** cover cost or enrollment for any non-school vacation camps. (Camp enrollments require separate forms and fees).

Any kids with bikes, scooters, skateboards or roller blades **MUST walk or carry** them and obey all traffic laws on the way to the park. Be sure your child is dressed appropriately for the weather.

PLEASE NOTE:
Please provide details regarding your child’s medical needs and/or any physical, emotional or developmental disabilities he/she may have.
Safety is of the utmost importance for all ARPD participants. Providing ARPD with this information is necessary so that we may determine if and how we can safely support your child. Accommodations are made on a case-by-case basis with a Program Supervisor.

RECEIPTS
A receipt is provided to you upon registration. Save your receipt! There is a $5 reprint service charge for each reprinted receipt. An official 2019 Tax Receipt will be available for a fee upon request after January 1, 2020.

ABSENCES/NON-SCHOOL DAYS
You must contact ARPD **before 11:00 a.m.** if your child will not attend RAP for any reason.

You may either send an email to: arpd@alamedaca.gov or call (510) 747-7529 ext. 1 before 11:00 a.m.

Failure to notify RAP of an absence on a scheduled RAP day will result in Alameda Police Department conducting a search for your child which will result in a $15 service fee. Fee must be paid within 24 hours of the incident.

NO REFUNDS, CREDITS OR MAKE-UPS ARE ALLOWED FOR ANY DAYS YOU MISS.

LATE PICK UPS
All participants must be picked up by 5:30 p.m. **Starting at 5:31 p.m., a late fee of $1.00 per minute will be charged for late pick-ups payable that day.**

If you are more than 30 minutes late, we will contact the Alameda Police Department to pick up your child and take him/her to the Police Department. If late pick ups are a consistent problem, we will take further appropriate action.
All fees must be paid a minimum of 48 business hours in advance before your child is picked up for RAP. **You must pay either the entire single payment or the split payment by the published due dates; single payments CANNOT be split.**

Payments made after the due dates are charged an automatic $30 late fee and pick ups will begin 48 business hours after payment is received. Payment options include cash, check, money order, American Express, Discover, Visa or Mastercard. No exceptions!

**IT IS THE RESPONSIBILITY OF PARENTS/GUARDIANS TO MAKE EITHER SINGLE OR INSTALLMENT PAYMENTS BY THE DUE DATES LISTED BELOW.**

**ALL LATE PAYMENTS WILL BE CHARGED AN AUTOMATIC $30 LATE FEE. WE DO NOT SEND REMINDERS OR INVOICES.**

If your child is not listed on our roster at the start of a RAP session or mid-session, RAP Staff will walk your child to the school office and leave them there if they cannot reach parent/guardian.

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**FEE SCHEDULE FOR 2019-2020 SCHOOL YEAR — AUGUST 19, 2019 TO JUNE 8, 2020**

**ATTENTION ALL 2 OR 3 DAY PARTICIPANTS:**

**DAY CHANGES** - You must specify the days of the week your child will attend. These days will remain the same for the full session unless you pay the $15 administrative fee to change them.

**EXTRA DAYS** - You CANNOT swap any unused regular day(s) for any extra day(s). You may add a one-time additional pick up day (outside of your regular days); there is a $20 per day charge which must be paid in full 48 business hours in advance of the date needed.

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****HELPFUL TIPS** **

- Set up automatic payments with your credit card to make your RAP payments throughout the school year. You can avoid the $30 late fee and there will be no interruption in picking up your child for RAP. If you are interested, contact ARPD Staff to set this up.
- Program RAP Payment Deadline Dates into your Smartphones!

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**KINDERGARTEN RAP FALL SESSION**

Aug 19—Nov 22, 2019

- In order for your child to be picked up on the first day of school, your child must be registered for RAP by **FRIDAY, AUGUST 16TH**
- 2nd Installment Payment due by **Friday, October 4th**

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<td>3 Days/Week</td>
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<tr>
<td>2 Days/Week</td>
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**KINDERGARTEN RAP WINTER SESSION**

Dec 2, 2019—Mar 27, 2020

- Single Payment due by **Friday, November 22nd**
- 1st Installment Payment due by **Friday, November 22nd**
- 2nd Installment Payment due by **Friday, January 31st**

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<td>3 Days/Week</td>
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<td>2 Days/Week</td>
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**KINDERGARTEN RAP SPRING SESSION**

April 6—June 8, 2020

- Single Payment due by **Friday, March 27th**
- 1st Split Payment due by **Friday, March 27th**
- 2nd Split Payment due by **Friday, May 8th**

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<tr>
<td>2 Days/Week</td>
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