2019-2020 RECREATION AFTERSCHOOL PROGRAM (RAP)

PARENT HANDBOOK
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 boys and girls in 1ST THROUGH 5TH GRADES (Kindergarteners to 5th Grades at Maya Lin and Paden Schools Only) with a variety of closely 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.

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.

LOCATIONS

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

The RAP program is provided for 1ST THROUGH 5TH GRADE STUDENTS (Kindergarteners to 5th Grades at Maya Lin and Paden Schools Only) at the following:

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>RAP SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bay Farm</td>
<td>Tillman Park (220 Aughinbaugh Way, Bay Farm Island)</td>
</tr>
<tr>
<td>Earhart</td>
<td>Leydecker Park (3225 Mecartney Road, Bay Farm Island)</td>
</tr>
<tr>
<td>Edison</td>
<td>Lincoln Park (1450 High Street)</td>
</tr>
<tr>
<td>Franklin</td>
<td>Franklin Park (1432 San Antonio Avenue)</td>
</tr>
<tr>
<td>Love</td>
<td>Franklin Park (1432 San Antonio Avenue)</td>
</tr>
<tr>
<td>Maya Lin</td>
<td>Washington Park (740 Central Avenue)</td>
</tr>
<tr>
<td>NEA</td>
<td>Bayport Park (301 Jack London Avenue)</td>
</tr>
<tr>
<td>Otis</td>
<td>Lincoln Park (1450 High Street)</td>
</tr>
<tr>
<td>Paden</td>
<td>Longfellow Park (520 Lincoln Avenue)</td>
</tr>
<tr>
<td>Ruby Bridges</td>
<td>Bayport Park (301 Jack London Avenue)</td>
</tr>
</tbody>
</table>
EMERGENCIES
Every RAP participant must have a completed registration form listing an emergency contact person and phone number and a completed medical treatment consent form. To contact your child at:

Bayport Park .......................(510) 263-1428
Franklin Park .......................(510) 522-3132
Leydecker Park ...................(510) 521-1266
Lincoln Park .......................(510) 865-0603
Longfellow Park ..................(510) 522-5262
Tillman Park .....................(510) 521-8307
Washington Park .................(510) 521-0162

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** .........................Grass field near driveway entrance
Edison ...........................Picnic tables near playground
Franklin ..........................Front of school; flagpole
Love ..............................Basketball court on play yard
*Maya Lin* .......................Front steps on Taylor Avenue
NEA ..............................Front of school office
Otis ..............................Benches near the storage container
*Paden* ...........................Front steps near flagpole
Ruby Bridges ....................Front of media center; flagpole

**ALL Maya Lin and Paden Kindergartners will be picked up at their classrooms.**  
**Earhart 1st Graders will be picked up just outside their classrooms.**

**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.

REGISTRATION PROCEDURES
To register for RAP, please come to the Recreation and Parks Office, 2226 Santa Clara Avenue, Alameda (Santa Clara Ave & Walnut St), Monday through Friday, 8:30 a.m. to 5:30 p.m. Registrations are taken on a first-come, first-served basis. **Online registration for RAP is not available due to complex registration procedures.** Registrations and fees will not be accepted at school or by RAP leaders. RAP information and registration forms are also available online: http://alamedaca.gov/recreation/recreation-afterschool-program-rap.

Registration forms and fees must be submitted **48 hours in advance** before your child is picked up by RAP Staff.
DAY CHANGES
On the registration form, 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 (2 OR 3 DAY PROGRAM PARTICIPANTS)
You may add additional pick-up days (outside of your regular days). You CANNOT swap any regular day(s) for any extra day(s). There is a $20 per day charge, which must be paid in full 48 business hours in advance of the date needed.

PAYMENTS
RAP fees are due when registering your child; we must receive either the single payment or the split payment at the time of registration. Siblings must pay the same fees. THERE ARE NO REFUNDS, CREDITS OR MAKE-UPS FOR DAYS YOU MISS. If each parent is paying a portion of the RAP fees, each parent will need to pay at the same time in order to be charged the single payment fee; otherwise, each parent will be charged the split payment fee.

PAYMENT INFORMATION
Payment reminders will be posted at RAP sites a week before payment is due. Your spot in RAP is only guaranteed if payments are made by their due dates (listed below). PAYMENT REMINDERS WILL NOT BE SENT HOME. It is the client’s responsibility to adhere to the listed payment due dates. Please note: You do not have to wait until the due date to make your payments. You may pay them anytime between your initial registration and the due date.

REMINDER! – Due to the split payment system, each of our sessions is divided into two halves. This means that our RAP leaders get one set of rosters for the first half, and another for the second half. If you are on the split payment plan, and do not pay the fees on time, your child will not be on their second set of rosters. If we cannot contact you to confirm that your child is continuing in the RAP program, your child will be taken to their school office and you will be called to pick them up. This practice will also be followed for any child who is not on the roster at the beginning of any new session.

PAYMENTS MADE AFTER DUE DATES WILL BE SUBJECT TO A $30 LATE CHARGE. WE CANNOT GUARANTEE THAT YOUR CHILD WILL BE PICKED UP FOR RAP IF YOU MAKE PAYMENTS AFTER DUE DATES. WE NEED 48 HOURS TO ENSURE THAT OUR STAFF HAS THE PROPER NOTIFICATION THAT YOUR CHILD IS ENROLLED IN OUR PROGRAM.

Our computer system can now automatically charge your credit card for your RAP payments, so you can avoid future late fees. Contact the ARPD main office to set this up.
### FALL SESSION: August 19 to November 22, 2019

<table>
<thead>
<tr>
<th>Session</th>
<th>Maya Lin &amp; Paden Kindergarten</th>
<th>1st to 5th Grades</th>
<th>1st Installment</th>
<th>2nd Installment</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 DAYS/WEEK</td>
<td>$1,258</td>
<td>$812</td>
<td>$659</td>
<td>$436</td>
</tr>
<tr>
<td>3 DAYS/WEEK</td>
<td>$788</td>
<td>$532</td>
<td>$424</td>
<td>$296</td>
</tr>
<tr>
<td>2 DAYS/WEEK</td>
<td>$533</td>
<td>$392</td>
<td>$297</td>
<td>$226</td>
</tr>
</tbody>
</table>

### WINTER SESSION: December 2, 2019 to March 27, 2020

<table>
<thead>
<tr>
<th>Session</th>
<th>Maya Lin &amp; Paden Kindergarten</th>
<th>1st to 5th Grades</th>
<th>1st Installment</th>
<th>2nd Installment</th>
</tr>
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<tbody>
<tr>
<td>5 DAYS/WEEK</td>
<td>$1,197</td>
<td>$812</td>
<td>$629</td>
<td>$436</td>
</tr>
<tr>
<td>3 DAYS/WEEK</td>
<td>$750</td>
<td>$532</td>
<td>$405</td>
<td>$296</td>
</tr>
<tr>
<td>2 DAYS/WEEK</td>
<td>$510</td>
<td>$392</td>
<td>$285</td>
<td>$226</td>
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### SPRING SESSION April 6 to June 8, 2020

<table>
<thead>
<tr>
<th>Session</th>
<th>Maya Lin &amp; Paden Kindergarten</th>
<th>1st to 5th Grades</th>
<th>1st Installment</th>
<th>2nd Installment</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 DAYS/WEEK</td>
<td>$702</td>
<td>$522</td>
<td>$381</td>
<td>$291</td>
</tr>
<tr>
<td>3 DAYS/WEEK</td>
<td>$432</td>
<td>$342</td>
<td>$246</td>
<td>$201</td>
</tr>
<tr>
<td>2 DAYS/WEEK</td>
<td>$288</td>
<td>$252</td>
<td>$174</td>
<td>$156</td>
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FEE ASSISTANCE
A limited number of partial fee assistance is available. To qualify, please complete a Fee Assistance Request Form from the Recreation and Park Department. Allow a minimum of three (3) weeks to process.

RECEIPTS
You will be issued a receipt upon registration for your 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.

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.

DAYS AND TIMES
The school year is separated into three sessions:

- Fall Session: August 19 to November 22, 2019
- Winter Session: December 2, 2019 to March 27, 2020
- Spring Session: April 6 to June 8, 2020

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 2, 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.

STAFF RATIO
A minimum ratio of 1 staff person per 14 children will be maintained at all times. Staff will supervise children’s participation in all aspects of the program.

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.

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.

PICKING UP CHILDREN
Parents or designated adults must pick children up by 5:30 p.m. 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 himself/herself out, he/she 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.
STARTING AT 5:31 P.M., A LATE FEE OF $1 PER MINUTE PER CHILD WILL BE CHARGED FOR LATE PICK-UPS PAYABLE THE SAME DAY INCURRED. FOR THE SAFETY OF THE CHILD, THE POLICE WILL BE CONTACTED IF YOUR CHILD IS NOT PICKED UP BY 6:00 P.M.

RAINY DAYS
RAP participants (with the exception of Franklin School/Franklin Park, Ruby Bridges School/Bayport Park and Bay Farm School/Tillman Park) will remain at the 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 before 11:30 a.m.** If parents are not sure where to pick up their child on days of inclement weather, call the Recreation and Parks Office **after 4:00 p.m. by email: arpd@alamedaca.gov or calling (510) 747-7529.**

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
</tr>
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<tbody>
<tr>
<td>September 2, 2019</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>November 11, 2019</td>
<td>Veteran’s Day Holiday</td>
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<tr>
<td>November 25-29, 2019</td>
<td>Fall Break</td>
</tr>
<tr>
<td>December 23, 2019 - January 3, 2020</td>
<td>Winter Break</td>
</tr>
<tr>
<td>January 10, 2020</td>
<td>Non-School Day</td>
</tr>
<tr>
<td>January 20, 2020</td>
<td>Martin Luther King Jr. Holiday</td>
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<tr>
<td>February 17-21, 2020</td>
<td>President’s Week Break</td>
</tr>
<tr>
<td>March 30 – April 3, 2020</td>
<td>Spring Break</td>
</tr>
<tr>
<td>May 22, 2020</td>
<td>Non-School Day</td>
</tr>
<tr>
<td>May 25, 2020</td>
<td>Memorial Day Holiday</td>
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*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 problems. **Should your child have a severe food allergy,** you may wish to provide a snack for your child.

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.

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 Contract/Agreement, if it becomes necessary. Behavior Contracts/Agreements are signed by the child, their parent(s), the RAP Site Specialist(s), and the RAP Program Supervisor.

LOST AND FOUND
Each site will have a *Lost and Found Container,* which will be emptied on a monthly basis. 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 his/her experience this year!

Revised - August 20, 2019