RAP is our supervised Recreation After School Program available to Boys and Girls who are enrolled in 1st through 5th Grades for the following schools:

- Bay Farm
- Earhart
- Edison
- Franklin
- Love
- NEA
- Otis
- Ruby Bridges

RAP LOTTERY REGISTRATION DATES:
MONDAY, MAY 20 TO 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.
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 year begins and we plan accordingly.

WHERE DO WE MEET OUR RAP LEADERS?

Meet your RAP Leaders at the pre-designated pick-up areas at the school (see list below). All participants will walk back to the park as a group with the RAP Leaders.

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.

### SCHOOL | RAP SITE | MEET YOUR RAP LEADER AT:
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Bay Farm | Tillman Park | Front of school office at flagpole
Earhart | Leydecker Park | Grass field near driveway entrance
Edison | Lincoln Park | Picnic tables near Playground
Franklin | Franklin Park | Front of school at flagpole
Love | Franklin Park | Basketball court on play yard
Maya Lin | Washington Park | Front steps on Taylor Avenue
NEA | Bayport Park | Front of school office
Otis | Lincoln Park | Picnic tables near portable classrooms
Paden | Longfellow Park | Front steps near flagpole
Ruby Bridges | Bayport Park | Front of media center at flagpole

### 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.**

### WHAT DO WE DO AT A RAP SITE?

- Daily Snack
- Games
- Arts & Crafts
- Cooking
- Sports
- Outdoor activities (weather permitting) in a supervised, safe environment

### 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.

**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.**
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!

**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.

**HELPFUL TIPS**
- Our computer system can now automatically charge your credit card for your RAP payment so you can avoid the $30 late fee—Contact ARPD Staff to set this up.
- Program RAP Payment Deadline Dates into your Smartphones!

**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.