



CITY OF PALMDALE

After School Fun Center Program Parents Guide



COTTONWOOD RANCHO VISTA
ESPERANZA

Updated 8/2016

INTRODUCTION TO FUN CENTER

Fun center is a supervised after-school recreational program for children grades K-6. We provide a safe environment for children with activities that enhance the children's physical, social and cognitive development.

This packet will review some important information for parent/guardians that will help you better understand the after-school program.

CURRENT FUN CENTER LOCATIONS

[Cottonwood Fun Center](#) – Hours: 2-6pm

Fun Center Cell Phone: 661-965-0044

Address: 2740 West Ave P-8 (meets in the cafeteria)

[Esperanza Fun Center](#) – Hours: 1:50-6pm

Fun Center Cell Phone: 661-965-0077

Address: 40521 35th Street West (meets in the cafeteria)

[Rancho Vista Fun Center](#) – Hours: 2-6pm

Fun Center Cell Phone: 661-361-9597

Address: 40641 Peonza Lane (meets in the cafeteria)

Fun center is open on all regular and minimum school days. Fun center starts as soon as grades K-6 are released from school and is open until 6:00pm. Fun center is not open during school intersession or holidays.



FUN CENTER PAYMENT AND REGISTRATION PROCEDURES

Weekly Rates: Full course fee is \$50 per week, per child. Discounted fee is \$40 per week, per child. **Discounted fee for online and in person office registrations. All phone registrations will be charged full course fee.**

Payments:

Payments are accepted online at www.cityofpalmdale.org/playpalmdale, at the recreation and culture office located at 38260 10th Street East, Palmdale CA 93550, or by phone 661/267-5611; Monday –Thursday, 7:30 a.m. – 6 p.m.

City facilities are closed on ALL Fridays, including Recreation and Culture.

All fees must be paid in full prior to the student participating in the Fun Center After-School Program.

Late Fees: Once the program concludes for the day, at 6pm, parents are given a five-minute grace period to pick up their child. After the grace period there is a \$1.00 per child charge for every one minute following. Late fees will be added to the parent's account as they are accrued. As a courtesy, we will attempt to notify a parent or guardian of the participant's negative balance, but it is the parent's responsibility to monitor their child's registration balance.

All registration must be completed by noon the Monday of each program week, or a \$5 fee (per child) will be added to the registration for each day the child attends and is not registered and paid for.

Who Can Register: Any child who is in grades K-6 can attend our fun center program. With prior approval, 7 and 8 graders may attend the fun center if they have previously attended our program or have siblings currently enrolled in our program. A child may participate in our fun center program regardless of what elementary school they attend but transportation is the responsibility of their parent or guardian.

Registration Forms: Parents must fill out a registration and release form for each child before they attend fun center. Emergency contacts must be filled out on the back of the registration form. There must be three emergency contacts listed on the emergency form that are different from the parents/guardians.

Sign In/Out Policy: Children must be signed in and out by a parent or authorized adult. Please make sure you sign your name and write down the time in the appropriate box for signing in or out. Staff may only release children to adults listed on the registration form, unless the parent or guardian provides prior written authorization. Please remember that fun center staff is required to ask for a picture ID if they do not recognize someone picking up a child. This policy is for the safety of the children.

PARENT RESPONSIBILITIES

Parents are responsible for providing a snack for their child. Parents are responsible for checking any updates, schedule changes and notices posted at the sign in table. Parents are responsible for informing staff of any concerns that arise from their child's participation in fun center, and changes in their child's medical condition or special circumstances.

Discipline Policy: When it is necessary to discipline a child, the after school program uses the following tools:

First the child is talked with about the rules and is offered alternative behaviors or actions that would be acceptable. Behavior problems that are disruptive to fun center will be dealt with as follows:

- ❖ **Time Out:** Time out should be given with minor behavior problems.
- ❖ **Letter Home:** Children must write a letter home to their parents explaining their behavior when they have already had a warning and continue their behavior. The letter home is also accompanied by a time out.
- ❖ **Notice of Behavior Form:** A notice of behavior form should be given out for severe behavior and or repeated undesired behavior. Fighting warrants an automatic notice of behavior. Parents must sign the notification of behavior before their child's next visit to fun center. Continued bad behavior warranting behavior forms may result in the expulsion of a child from our program. This is based on the severity of the documented behavior.
- ❖ **Rewards:** Each site has an incentive program for good behavior.

FUN CENTER EVACUATION PROCEDURES

In case of an evacuation at fun center, please call the fun center site cell phone in attempt to get in contact with staff members. All fun centers evacuate to the designated collection area at the school. Please ask a fun center staff where the evacuation collection area is for your school.

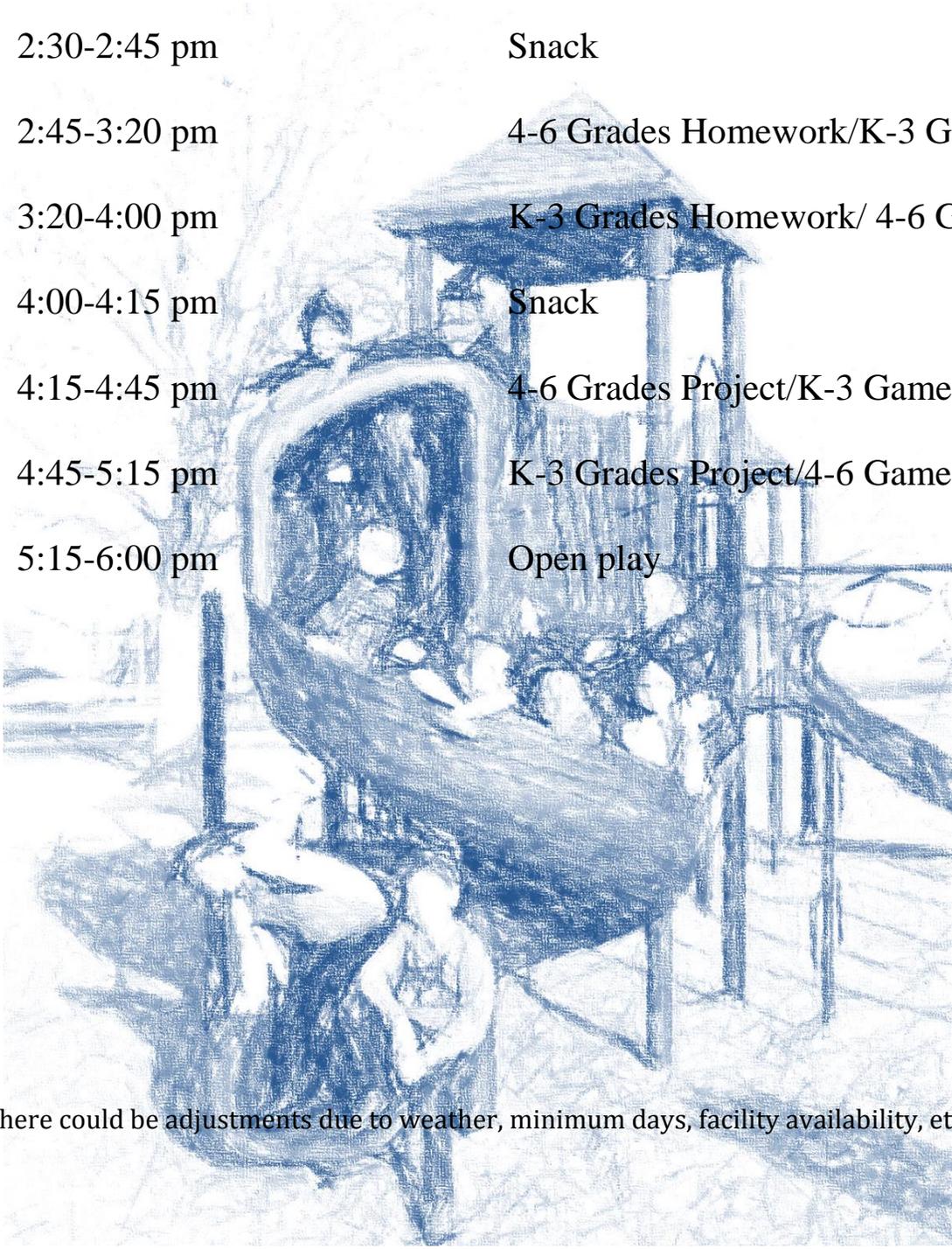
Evacuation maps are posted at each site in the cafeteria. For a copy of the site map please contact your child's school.

Fun Center Rules

1. Be respectful to yourself and others.
2. Play safe indoors and outdoors.
3. Keep your hands and feet to yourself.
4. Take care of our cafeteria, classrooms and playground area.
5. Foul language, including the phrase “Shut-Up” or “Stupid”, is not allowed.
6. Ask permission to use the restroom or to get a drink.
7. Leave toys, electronics, and cell phones at home or in your backpack.
8. Be a good friend. Use manners and good sportsmanship always.
9. No, fighting, bullying, arguing or play fighting. Please ask a staff member to help you resolve a problem.
10. No Sharing Food!!



Daily Fun Center Schedule



2:00-2:10 pm	Kinder pick-up/ 1-6 Grades arrive
2:10-2:30 pm	Attendance
2:30-2:45 pm	Snack
2:45-3:20 pm	4-6 Grades Homework/K-3 Game
3:20-4:00 pm	K-3 Grades Homework/ 4-6 Game
4:00-4:15 pm	Snack
4:15-4:45 pm	4-6 Grades Project/K-3 Game
4:45-5:15 pm	K-3 Grades Project/4-6 Game
5:15-6:00 pm	Open play

There could be adjustments due to weather, minimum days, facility availability, etc.