



City of Hermosa Beach • Community Resources Department  
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## **P.A.R.K. AFTER SCHOOL PROGRAM** *Program Policies and Procedures*

Welcome to the City of Hermosa Beach's P.A.R.K. After School Program! We are excited to provide a safe, fun, and educational program this school year. P.A.R.K stands for Positive, Active Recreation for Kids. Through the program, children can learn and grow in a supportive environment, express themselves as individuals, and learn how to communicate and socialize with their peers.

To create such an atmosphere, the following policies and procedures will be enforced at all times:

### **Program Overview**

**The after-school program is a five-day program and will be held throughout the school year at the South Park Building, 425 Valley Drive.** The program runs daily from 2:30 - 6:00pm, except for Wednesday, where it's held from 1:45 - 6:00pm. An enthusiastic leadership staff of experienced Youth Program Counselors (Counselors) supervise all activities including homework time, snacks, and interactive games and activities. The Counselor to participant ratio is 1:10. Counselors will walk children from View, Vista, and Valley Schools to the program location. The program also offers a drop off option for those that prefer their child not walk. Parents or an authorized adult will be required to sign the participant out of the program by 6:00pm.

### **Program Staff**

Counselors have prior experience working with children of all ages. They are required to pass a livescan and physical fitness test prior to employment. They are required to attend a training session on the program, including an overview of policies and procedures, prior to working in the program. Only the most experienced and trained individuals become Counselors and are qualified to fulfill the requirements and expectations to lead a safe and enjoyable program.

### **School Pick-Up & Transportation Procedures**

P.A.R.K. offers two options of transportation:

- Parental Drop-off:
  - Parents must inform the program director, Recreation Coordinator Nick Shattuck, if they wish to utilize the parental drop-off option.
  - A parent or approved adult guardian will pick up their child from school and drop them off at the South Park Building.
  - Parents are required to sign their children in to the program with our Counselor waiting for them at the back parking lot on the west side of the South Park Building.
- Walking School Bus:
  - Children will be picked up by the Counselors at their schools at the locations detailed below and walked to the South Park Building using the routes detailed below.

### **Walking School Bus Pickup Locations and Routes**

Please instruct your child(ren) of the pickup location at their respective school. All Youth Program Counselors will be in red P.A.R.K. shirts, holding a sign with the P.A.R.K. logo on it during the first few weeks so the children can familiarize themselves with the pick-up locations and staff during this crucial time in the program. Once staff ensures all children are accounted for, staff will walk them to the South Park Building. Meetup locations and routes are detailed below.

- **From Valley School: Children must meet their Counselors at the outdoor cafeteria tables right outside the "bowl."** Using the east crosswalk in front of the school, the P.A.R.K. Program will cross Valley Drive to the Greenbelt. They will walk on the Greenbelt to South Park where they will cross and proceed to the South Park Building.
- **From Vista School: Children must meet their Counselors at the back gate area off of Morningside Drive.**

The P.A.R.K. program will begin by walking down the ramp and into Valley Park. We cross Valley Park and onto the Greenbelt at a safe location, using designated school crossing guard locations and sidewalks when available. They will walk on the Greenbelt to South Park where they will cross and proceed to Room 1 or Room 2.

- **From View School: The meetup location is to be determined (TBD) as this location changes each school year. All parents will be notified prior to the start of the program session of the pickup location.** The P.A.R.K. Program will begin by walking south on Prospect Avenue to 16<sup>th</sup> Street where we will continue west to the Greenbelt, using designated school crossing guard locations and sidewalks. We will walk on the Greenbelt to South Park where they will cross and proceed to the South Park Building.

### **Extreme Weather Plan**

- Counselors and children will walk in rain. Umbrellas, rain jackets, and rain boots are heavily encouraged on rainy days.
- In the case of extreme weather (lightning, hail, dangerous winds, etc.) that could prevent the P.A.R.K. Program from walking to the Community Center safely, the program will have access to a classroom or facility at each school site, where the program will remain for the entirety of the program. The Counselors will contact all parents/guardians as soon as this is deemed necessary.

### **Program Schedule**

Although each day in the P.A.R.K. program may be different depending on the activities planned, the overall structure of each day is the same:

- Walk to program site
- Homework Time (approximately 45 minutes)
  - Counselors are not tutors but will make every effort to help your child with their assigned homework. Please make sure to check their homework at the end of each evening to make sure it is completed and done correctly.
  - Please keep in mind that children have different levels of homework assigned to them, so the scheduled homework time may not be sufficient for your child(ren) to fully complete their work.
- Organized games, or activities until pick-up

### **Check Out Procedures**

Children are NOT allowed to sign themselves out of the program under any circumstances. A parent, guardian or approved adult must sign each child out no later than 6:00pm. If the parent, guardian or approved adult is unable to sign out the child, or if an alternate adult (18 and over) will be picking the child up, please let the Counselors know PRIOR to pick-up. We want to make sure your child(ren) are leaving with those who are approved to pick them up, so we must be provided updates of any changes on who will pick up your child. Please note that if our Counselors do not recognize the adult, they will ask to see their ID and will match it with the child's Emergency Card information or any correspondence received from you, in writing.

### **Late Pick-Up**

All children MUST be picked up from the program by 6:00pm. A \$10 fee (per child) will be charged to your account for every 10 minutes your child is not picked up past 6:01pm. These additional fees are to be paid immediately following the late pick up at the Community Center offices the following business day.

### **Days Absent or Not Attending P.A.R.K.**

It is crucial that just as you keep the school updated when your child is absent, that the P.A.R.K. Program is kept informed as well. During the pick-up process at each school site, the Counselors and the children do not leave until all children are accounted for, either as being present in the P.A.R.K. program or are confirmed to be absent for that day. If your child is not present and we were not informed of their absence, staff will not leave the site until they are able to get in touch with you to confirm their absence. If staff is unable to contact you to confirm your children's attendance in the program after an extended amount of time, your child may be left behind. This causes confusion, a delay in the program schedule, and frustration from parents who may have to wait at the program site for their children to arrive later than anticipated at the South Park Building.

Please contact us one of three ways:

1. Office number: (310) 318-0280
2. P.A.R.K. Cell Phone: (310) 629-3859
3. **Email to Recreation Coordinator** , Nick Shattuck: [nshattuck@hermosabeach.gov](mailto:nshattuck@hermosabeach.gov)

### Equipment/Toys from Home

All personal belongings such as cell phones, electronics including gaming devices, trading cards, and other items are to be kept in your child's backpack during program time. This will help ensure the items do not get lost, misplaced or left behind.

### Band-Aid Forms

When your child is injured during the program with a small scrape or bruise from their participation in activities, the Counselors will provide a Band-Aid Form during pick-up. These will be used for minor injuries only. Please keep an eye on the injury in the evening to make sure there is no irritation or worsening of the area. All other injuries require staff to complete an Accident Report, which is filed in the Community Resources Department Office. Rest assured that you will be informed of any injuries to your child(ren), no matter how minor.

### Registration Procedures

Registration is accepted at the Community Resources Department Offices ONLY, located at 710 Pier Avenue. At this time, we do not accept online registration. Prices are per child and full payment is required by the applicable due dates. Any enrollments during the current session will be charged the full amount; sessions are not pro-rated unless there is an emergency situation, which are considered on a case-by-case basis. Refunds are not allowed.

Payment can be made using either Plan A (full payment) or Plan B (three-payment schedule). There are no additional fees for utilizing either payment option. These payment schedules include:

Sessions	Payment Amount and Due Date
1	1 <sup>st</sup> payment of <b>\$823.00</b> by 8/24/2023
2	2 <sup>nd</sup> payment of <b>\$570.00</b> by 12/19/2023
3	3 <sup>rd</sup> payment of <b>\$507.00</b> by 3/25/2024

### Emergency Contact Information

It is important for the P.A.R.K. Program to have the most updated Emergency Contact information on file. You will be required to fill out a new Emergency Card at the time of registration. These will be kept on-site at all times and can be updated at any time should any information change throughout the school year. Please make sure there is a daytime phone number available to reach you at all times.

### COVID-19 Protocols

P.A.R.K. will continue to follow any County of Los Angeles required Covid-19 protocols.

### Disciplinary Procedures

The P.A.R.K. Program strives to create a welcoming, supportive, and safe environment for your child. Please note the following program rules:

1. Bullying of any kind is not allowed.
2. We stress RESPECT for everyone at all times.
3. Punching, hitting, pinching, kicking, or other physical contact is not allowed.

Should a minor disciplinary situation arise, Counselors will adhere to the following disciplinary procedures:

1. Warning
2. "Reflection Time"
3. Time to Talk Card issued & signed by parent/guardian
4. Written note to Parent/Guardian
5. Meeting with child, Parent/Guardian, and a Counselor
6. Dismissal from the program

Should a more serious situation arise (i.e. physical contact, constant bullying, etc), staff will contact the

parent/guardian immediately and ask that their child be picked up for the day, followed by a meeting with a Counselor, the parent/guardian, and the child. If a solution is not found or if the child is not making marked improvements in the area of concern, they may be dismissed from the program.

We ask for your help in reinforcing the P.A.R.K. Program rules at home so that your child fully understands the expectations and policies while they are under our care.