

R.O.C.K.S AFTER SCHOOL PROGRAM

PARENT PACKET 2019/2020

Providing affordable afterschool programming in a safe environment through recreational and enrichment activities to benefit the youth of the community.

We are looking forward to having your son/daughter participate in 2019/2020 R.O.C.K.S After School Program and hope that each participant in our program has a positive experience. Here is some information about how the R.O.C.K.S Program operates:

- The R.O.C.K.S Program provides supervision by City of Costa Mesa Parks and Community Services staff on the school campus Monday - Friday from the time kindergarten is dismissed until 6:00pm. Attendance is not mandatory and participants may be picked up anytime throughout the program with code word provided. The program is open during the school year and is closed during all NMUSD holidays, in-service days, and vacation breaks.
- The R.O.C.K.S Program is a fee-based, non-licensed, recreational program that requires the children to sign-in when entering the program and parent/guardian to sign their child out at the end of the day. At registration, parent/guardian will choose a code word which will be required to pick up the participant up. Parent/guardians can also give their child *written* permission to sign themselves out. Children are required to stay with the program on the school grounds until they are officially signed out of the program. Once signed out, they must leave the school grounds.
- A R.O.C.K.S registration form is required for each participant. Registration takes place online or in person during normal business hours at City Hall and the Downtown Recreation Center. Fees are set regardless of the actual number of school days or the number of days your child attends the program. **Registration BEFORE 11:00am is required for your child to participate that same day. If a child is not paid for that day, program staff will call the parents/guardians to update them along with having the child sit out from activities.**
- Staff cannot stay past 6:00pm to supervise the playground and/or children. If children are not picked up by 6:00pm and do not have permission to sign themselves out of the program, staff will attempt to contact names listed on the registration form to arrange pick-up. If staff cannot reach parents or others listed on the registration form, the Costa Mesa Police Department (CMPD) will be called and the child will be picked up and held in protective custody until a parent or legal guardian arrives. In addition, \$20 for every 10 minutes, or part thereof, for late pick-ups may be charged. Frequent pick-ups after 6:00pm may result in removal from the R.O.C.K.S Program and will be determined on a case-by-case basis by the staff.
- Please note, the R.O.C.K.S Afterschool Program and the NMUSD staff do not share any personal information regarding your child(ren). For the safety of your child, information involving special accommodations, medical conditions, or special arrangements for sign-out procedures involving legal matters will need to be given to R.O.C.K.S Program staff.
- Be aware that school campuses are used by the community for recreational and educational purposes after school is dismissed each day. In addition to the R.O.C.K.S Program, other programs or activities on site may include, but are not limited to, school sponsored programs such as "Project Success" and/or specialty clubs, outside organizations (YMCA, Boys and Girls Club), community-based sports organizations (AYSO, Little League, Pop Warner, etc.), and the public.

- If your child needs supervision before and/or after school related extracurricular activities on campus (band, drama club, etc.), sign-in/out procedures will need to be arranged with on-site R.O.C.K.S Program staff.
- **ACTIVITIES:** Each participant in the program will have the opportunity to participate daily in active and passive games, arts & crafts, enrichment activities, and 30 minutes of homework time.
- **STAFFING:** Our staff will spend a considerable amount of time with your child. We highly encourage every parent/guardian to introduce themselves to our staff and to get to know them on a first name basis.
- Requests for refunds will be charged a \$20 refund fee and must be made in writing within the first week of the program session. A service charge of \$25 will be required on all returned checks.
- Enclosed is a copy of the “**After School Fees**”, “**R.O.C.K.S Program Rules**”, and “**Participant Disciplinary Process**.” Please take the time to review these with your child so you understand what our expectations entail.
- Participants must be fully potty trained. If a participant has a restroom accident, disciplinary action will follow.
- Participants are fully responsible for all personal belongings (clothing, lunch, homework, etc.) brought to R.O.C.K.S. Please provide your child with a labeled backpack to store all belongings.
- **AFTER SCHOOL SIGN-IN PROCEDURE:** A Recreation Leader will pick up Kindergarten and 1st grade participants directly from their teacher or the teacher will bring them directly to the program. Participants in grades 2nd through 6th have the responsibility to sign-in with R.O.C.K.S staff by walking to the designated R.O.C.K.S sign-in area immediately after the main dismissal bell.
- Please note that the City strives to make reasonable accommodations for participants with a special need or developmental disability. The City does not currently offer structured inclusion services to participants that require a 1-on-1 aide for assistance or supervision during program hours. A 1-on-1 aide that is provided by the participant’s family/guardian will be accepted with proper documentation.

If you have questions about the after school, fee-based R.O.C.K.S Program, please call (714) 754-5013, or the Parks & Communities Services Office at (714) 754-5300.

R.O.C.K.S AFTER SCHOOL PROGRAM

AFTER SCHOOL FEES

Payment Options & Fees

Fees are per session REGARDLESS OF THE ACTUAL NUMBER OF SCHOOL DAYS or the number of days YOUR CHILD(REN) ATTENDS THE PROGRAM.) *All fees listed below include the \$5 per session materials fee.

Sessions

# 1	September 3 – September 27, 2019	\$58*	(4 weeks)
# 2	September 30 – October 31, 2019	\$70*	(5-weeks)
# 3	November 4 – November 26, 2019	\$47*	(3-weeks)
# 4	December 2 – December 20, 2019	\$47*	(3-weeks)
# 5	January 6 – January 31, 2020	\$58*	(4-weeks)
# 6	February 3 – February 28, 2020	\$47*	(3-weeks)
# 7	March 2 – March 27, 2020	\$58*	(4-weeks)
# 8	March 30 – May 1, 2020	\$58*	(4-weeks)
# 9	May 4 – May 29, 2020	\$58*	(4-weeks)
# 10	June 1 – June 19, 2020	\$47*	(3-weeks)

Tri-Installment

#1	September 3 – December 20, 2019	\$206*	(4-sessions)
#2	January 6 – March 27, 2020	\$153*	(3-sessions)
#3	March 30 – June 19, 2020	\$153*	(3-sessions)

Yearly

September 3, 2018 – June 19, 2019	\$503*	(10-sessions)
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Registration Locations

- Online (added convenience fee) – www.cmclassesonline.com
- City Hall - 77 Fair Drive (3rd floor Recreation) M-F 8am-4:30pm
- Downtown Recreation Center - 1860 Anaheim Ave. M-F 8am-6pm, Sat. 8am-3pm

Please note: Only child(ren) registered **BEFORE 11:00am** may attend the program the **same day**. Registration **AFTER 11:00am**, child(ren) can participate the following day.

R.O.C.K.S AFTER SCHOOL PROGRAM

PROGRAM RULES

The R.O.C.K.S After School Program has basic rules and regulations that are provided in the interest of the safety and well-being of all participants.

1. All school rules apply.
2. Children are expected to do 30 minutes of homework/quiet time every day except for Fridays. They can do their homework and/or read a book during the homework allotted time. Parents will need to provide all necessary equipment for children to complete homework (i.e. pencils, paper, etc.).
3. Children will be issued a R.O.C.K.S hand stamp or wristband daily. Children who prefer a wristband must wear the wristband while in the program and return to staff before leaving each day.
4. Children must be fully potty trained. If a participant has a restroom accident, a Disciplinary Action Form (DAF) will be given and the parent/guardian will be called to pick-up participant immediately. Four DAFs will result in an expulsion from the program.
5. All toys, electronics, and additional items from home are **NOT** allowed. If staff can see or hear item(s) from home, item(s) will be confiscated and will only be returned to a parent/guardian. Necessary use of cell phones and Chromebooks are permitted by staff approval only.
6. For your child's safety, children must stay with staff and the program at all times until they are signed out of the program. Leaving from the program may result in a DAF.
7. Children must sign-in to the program within 10 minutes of dismissal from school or any after school clubs they attended. Failure to sign-in within 10 minutes will result in parental/guardian notification and may result in a DAF.
8. HFO Rule – Children must keep their hands, feet, and other objects to themselves at all times.
9. Staff Rule – Once a decision is made, it is final. Do not ask another staff the same question.
10. Rude behavior, foul language, spitting, biting, or fighting of any kind will not be tolerated.
11. Children are fully responsible for their own personal belongings (i.e. backpack, jacket, homework, etc.).
12. Use of the "Buddy System" is required when using the restroom and water fountain. Inappropriate behavior in the restrooms may result in a DAF.
13. If children are experiencing problems with other children in the program, they are expected to tell on-site Recreation Leaders. Recreation Leaders will handle disciplining of children involved. Parents are not permitted to discipline or speak with any child but their own.
14. Closed-toe shoes must be worn at all times.
15. Participants must use playground and R.O.C.K.S equipment appropriately. Climbing on school fences, gates, buildings, roofs, or trees, etc. is not permitted.

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DISCIPLINARY PROCESS

Failure to comply with the R.O.C.K.S Program rules will result in disciplinary action. The level of disciplinary action is based on the discretion of the Recreation Staff. Please note, disciplinary action may result in automatic suspension or expulsion, regardless if the child has had a warning and/or a written Disciplinary Action Form. All DAFs will result in the participant being sent home for the remainder of the day and will be kept on file for the remainder of the school year. Disciplinary action received in any program may result in expulsion or suspension from other City programs.

The following is the R.O.C.K.S Program's disciplinary process:

1. If a participant displays inappropriate behavior, Recreation Leader will give the participant a verbal warning. The verbal warning will consist of reviewing the rule(s) broken and informing the participant that future inappropriate behavior will result in a consequence.
2. A second occurrence of inappropriate behavior will result in a consequence (i.e. time-out, campus clean up, apology letter, parent notification, removal from the activity, etc.).
3. If a behavior problem continues and steps 1 and 2 have been followed or a serious act is committed, a **FIRST** Disciplinary Action Form (DAF) will be completed and the R.O.C.K.S Program supervisory staff will be notified. The participant's parent/guardian will be contacted to discuss the inappropriate behavior. In addition, parents/guardians will be informed that if the behavior continues, suspension and/or expulsion from the R.O.C.K.S Program may result.
4. If the inappropriate behavior continues to occur and step 3 has been completed, a **SECOND** Disciplinary Action Form (DAF) will be completed and the R.O.C.K.S Program supervisory staff will be notified. The participant's parent/guardian will be contacted to discuss the inappropriate behavior. In addition, parents/guardians will be informed that if the behavior continues, suspension and/or expulsion from the R.O.C.K.S Program may result.
5. If steps 1-4 have not resolved the situation, and inappropriate behavior continues, a **THIRD** Disciplinary Action Form (DAF) will be completed. R.O.C.K.S Program supervisory staff will contact the parent/guardian to inform them that their child will be suspended from the R.O.C.K.S Program for a specified period of time (2 days to 2 weeks). A letter will be sent to the parent/guardian by supervisory staff to confirm the suspension and to inform them that if the behavior continues their child will be expelled from the R.O.C.K.S Program.
6. If steps 1-5 have been followed and the inappropriate behavior continues to occur, a **FOURTH** Disciplinary Action Form (DAF) will be completed and R.O.C.K.S Program supervisory staff will contact the parent/guardian to inform them that their child has been expelled from the R.O.C.K.S Program for the remainder of the current school year. A letter will be sent to the parent/guardian by supervisory staff to confirm the expulsion.