

Information Guide 2019-2020



AFTER SCHOOL AWESOME



City of Lafayette

Parks, Trails, & Recreation Department

500 St. Mary's Rd., Lafayette, CA 94549

WWW.LAFAYETTEREC.ORG - (925) 284-2232



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General Program Information

After School Awesome (ASA) is managed and operated by the City of Lafayette. Our trained staff has a wealth of experience working with children and truly cares about providing the best care and safety possible. After School Awesome follows the Lafayette School District Calendar and is open on all school days. Please find the Lafayette School District Calendar here:

<https://www.lafsd.k12.ca.us/Calendar>.

The program provides various activities for transitional kindergarten to 5th grade students and is open from school dismissal until either 4:30pm or 6:00pm. After School Awesome features free play, sports, hikes, arts & crafts, science, homework help, and various other enrichment opportunities. Each day is different at After School Awesome, but each day kids will be safe and HAVE FUN!

The program is located at the Lafayette Community Center (500 St. Mary's Road) in the Cedar Room. The Lafayette Community Center features a playground, kindergym, rink sports court, bocce ball area, trails, and rooms galore that After School Awesome will use each week.

We look forward to having an AWESOME school year with you!

Application Process & Enrollment

To apply:

- Step 1: Visit www.lovelafayette.org/afterschoolawesome.
- Step 2: Click the application link to be taken to our registration site
- Step 3: Parents and children must have an account to complete the application
- Step 4: Add the application to your cart.
- Step 5: Fill out the required information and complete the free process.
- Step 6: Your completed application will be reviewed by the supervisor of the program.

Priority registration is given based on 5 day care. Acceptance of 1-Day, 2-Day, 3-Day, and 4-Day care will follow. You must commit to at least one day of the week (i.e. Mondays) and a pick-up time of either 4:30pm or 6:00pm for each day. **Occasional day additions can be requested. Change's in schedule are accommodated.**

Upon acceptance to the program, parents will need to complete the enrollment process.

To enroll, please call or stop by the Lafayette Community Center office. Payment for August (or the first month attending) will be due at registration.

2018/19 Registration Schedule*:

May 1st – Registration Open for current ASA families

June 1st – Registration Open to All

June 1st – July 31st – Families will be notified of their status as applications are received and processed (typically 5-7 business days).

*Accepted families have one registration for the whole year and are able to make changes to their schedule monthly.

Bathroom Req. & Accessibility

Children attending the program must be potty trained and able to use the restroom without help. Staff cannot change diapers or go with them to the restroom. The program does not have the resources to have 1-on-1 supervision with a child at all times. The program does it's best to accommodate those with a disability, but typically a more specialized program, with trained staff for those needs, is a better fit in those situations. An assigned aid provided by the family can make it a better experience. The program gladly welcomes all children to apply for After School Awesome.

Transportation

Students enrolled in After School Awesome will need to either purchase a bus pass from the Lamorinda School Bus program or find alternate transportation to the Lafayette Community Center.

Currently the Burton Valley Elementary (BVE) School busses are the only busses that stop at the Lafayette Community Center. There will be a bus for all release times on all school days. Kindergarten dismissal busses will be waiting in the lot adjacent to Merriewood and 1st -5th dismissal busses will be located by the BVE school office.

Students utilizing the school bus for transportation will be greeted by ASA staff upon arriving at the Community Center bus stop and escorted to the Cedar room for After School Awesome

To purchase a bus pass and for more bus specific information, please visit: www.lamorindaschoolbus.org

Students with other forms of transportation should be dropped off by a parent/guardian at the Cedar Room to be checked in.

Parking

The most convenient place to park to pick-up your child is the parking lot adjacent to the playground. This is the first Community Center driveway when traveling from downtown Lafayette. Please park in marked spaces only. Watch for other vehicles when walking in the parking lot and do not leave valuables in your car

Payments/Refunds/Schedule Changes

Once the first payment is made by phone or coming into the Lafayette Community Center office, following payments will be automatically charge to your credit card on file on the first of every month.

Refund requests must be made at least 14 days in advance of the 1st day of the next month or you are responsible to pay the next month's fee.

Schedule changes must be requested before the start of the next month. Schedule changes can be made in the middle of a month depending on circumstances.

Check-Out & Authorized Pick-Ups

Check-out is either at 4:30pm or 6:00pm and was elected at the time of registration. Please be on time to pick-up your child. If you will not be able to make pick-up time, make sure to notify us as soon as possible. Upon pick-up, parent/guardians will need to show I.D. and sign the child out. Please update your authorized pick-ups on your recreation account and please make sure that whoever is picking up is listed in our system. Here are the directions to checking/adding your authorized pick-ups: ***Log-in to your activity registration account and click "My Account". Under the Account Settings, select "Change Information about Family/Friends". You can now change authorized pick-ups, as well as add a new family member who may be picking up or dropping off. You can also call the Community Center at 925-284-2232 and we can update them for you.***

Late Pick-Up Policy

If pick-up time is 4:30pm, extend check-out to 5:15pm for \$10 or 6:00pm for \$20.

The Late Pick-Up extension is not to be used on a regular or permanent basis. It is only to help for occasional times when a normal 4:30pm pick-up can't make it at that time on a day. If a child needs an extension more than 7 times in a month, they will need to be moved up to a 6:00pm pick-up time. Families must request extension at least 2 days in advance.

If late to pick-up at 4:30pm: \$20 after 10 minutes

If late to pick-up at 6:00pm: \$20 per child, plus \$1 per minute after 10 minutes

Adding Days

Participants are welcome to add consistent additional days at any time (i.e. would like to add Fridays for the rest of the quarter). The cost will be prorated to account for any past days not enrolled.

To add an occasional or one-off day to your week, **you should request it at least 10 days in advance** to the Program Coordinator or Director. Cost for adding an occasional or one-off day will be calculated at \$12/hr.

After School Enrichment

The Community Center has lots of great programs in addition to After School Awesome. If enrolled in an enrichment class on a day they are enrolled in ASA, staff will give kids a snack and walk them back and forth to any enrichment classes they enroll into. Please let us know if they are going to a class, so we are aware. If they are attending an enrichment program on a day that they are not enrolled for ASA, Community Center Staff will walk them from the bus to their class, but will not pick them up from the class. To view classes, visit www.lafayetterec.org.

No School Days

After School Awesome is closed on no school days such as holidays/vacations and staff development days. For care on those days, please see our Camp Awesome program.

After School Awesome is closed on the following days:

September 2nd

October 14th

November 11th & 25th-29th

December 23rd-31st

January 1st-3rd & 20th

February 14th & 17th

March 13th & 30th-31st

April 1st-3rd

May 25th

Modified Schedule Days

After School Awesome is open on all minimum days and modified schedule days (teacher conference days, half days).

Modified Schedule Days:

August 13th-23rd (Gentle Beginnings for TK/K)

September 16th-20th (K-5th)

December 20th (K-5th)

May 29th (K-5th)

Please see the School District Calendar for more information at www.lafsd.k12.ca.us/Calendar

Please also view your elementary schools bell schedule for specific dismissal times. Bus schedules adjust to accommodate the schools schedule.

Emergency/Medical Info & Waivers

At After School Awesome, safety is our priority! We want to make sure that we have and know all the information we need regarding your child's emergency and medical info. All Awesome kids need to have a completed waiver on file. Please make sure to list all emergency contacts, allergies, and all medical information. Please fill out the waiver by following this link:

<https://www.cognitoforms.com/ParksAndRecreation1/WAIVERANDRELEASEAfterSchoolAwesome1920> or find the waiver link at www.lovelafayette.org/afterschoolawesome

Please make sure that all phone numbers such as cell, home, and work phone are correct on your recreation account. It is also important to have emergency contacts and their information correct on the account. To make sure all information is correct, please check your account by following these instructions:

Log-in to your activity registration account and click "My Account". Under the Account Settings, select "Change Account Address or Personal Information". You can now update all phone numbers, addresses, and emergency contacts. You can also call the Community Center at 925-284-2232 and we can update information for you.

Health

If your child is sick and/or contagious, please do not send them to the program for the day and for at least 24 hours after a fever has passed. We'd like to keep all our kids and staff as healthy as possible and prevent the spread of sickness. If a child appears ill or becomes ill during the program, we will contact parents/guardians to pick-up the child from the program as soon as possible. We will make sure they are as comfortable as they can be until you arrive. If a child does not attend school due to illness, they should stay home from ASA.

Snacks and Lunch

We want to make sure that all participants are maintaining a healthy diet throughout their time at the program. We will provide one to two snacks per day depending on the arrival and length of stay of the child. Children **MUST** bring a lunch on days where there is no lunch time at school. We will hand out snack at various times during the day depending on your child's arrival time and departure time. We will not be providing dinner for any children, but they are welcome to bring a larger snack to eat if they are staying late. Please notify staff of all food allergies and encourage children to not trade snacks.

Communication & Contact Info

After School Awesome uses email contact regularly for updates on weekly schedules, activities, hours, payments, and other various pertinent information. Please make sure our emails aren't going to spam/junk. Here is some important contact info:

After School Awesome Email: ASA@lovelafayette.org

Recreation Department Email: recreation@lovelafayette.org

Community Center Office line (9am-5pm, closed for lunch 12:15-12:45pm): 925-284-2232

Program Supervisor, Steven Heinsma's Email: sheinsma@lovelafayette.org

Program Director, Jaime Rinetti's Email: jrinetti@lovelafayette.org

After School Awesome direct line (monitored during program hours): 925-284-0831

Program Supervisor, Steven Heinsma's direct line: 925-284-2234

Address: 500 St. Mary's Road, Lafayette, CA 94549

Attendance

At After School Awesome, we assume all children will be attending the days they are enrolled in. If your child is sick, going on vacation, or absent for any reason, please notify us ASAP by calling or emailing the contact info above. We do not refund for days missed during the month.

Electronics

Participants will get to use various awesome and interactive electronic devices provided by After School Awesome. Some of these include:

- a. Computers for homework, printing, and interactive games
- b. Nintendo Switch for interactive games
- c. Movie screens for occasional movie days. All movies shown will be G/PG.

Behavior Guidelines & Policy

After School Awesome is all about reinforcing good behavior and we love to acknowledge when our Awesome kids are being awesome! We do want to make sure that all kids have respectful behavior at the program. Below is the following Behavior Guidelines & Policy. Please read this over with your child:

Guidelines:

1. Respect yourself, peers, and ASA leaders
2. Keep your hands and feet to yourself and respect everyone's personal space
3. Use kind words, share, and include everyone
4. You want to be treated well, so treat others well too
5. Follow all rules of After School Awesome communicated by ASA staff
6. Stay with a leader at all times and communicate all issues to a leader
7. Make new friends, try new things, and HAVE FUN!

Policy

1. Children will be encouraged to resolve conflicts with other children and leaders will be mediators in those situations.
2. Children will be encouraged to take responsibility for their actions and to learn from them.
3. After School Awesome Leaders will use various discipline techniques including:
 - a. Three warning system
 - i. Verbal warning and reminder of the correct behavior
 - ii. One on one conversation and last chance warning to correct behavior or they will need to take a break
 - iii. Time out to have a cooling-off period from an activity or situation. Time outs are never longer in minutes than their age. Leaders will talk with the child to help resolve the behavior
 - b. Information about the child's behavior will be relayed to parents/guardians. Leaders will request parent's input on what other efforts can be made.
 - c. Extreme circumstances may call for immediate pick-up and potential dismissal from the program. These circumstances include, but are not limited to:
 - i. Bringing weapons to the program
 - ii. Making threats to leaders or peers
 - iii. Physical and/or verbal abuse of leaders, peers, or oneself
 - iv. Running away from leaders and/or out of program boundaries