

AFTER SCHOOL AWESOME

**After School Program
at the Lafayette Community Center**

Information, Policies, & Procedures

Provided by City of Lafayette Parks, Trails & Recreation Department

Table of Contents

3. General Program Information
4. Application Process & Enrollment, Bathroom Requirements & Accessibility
5. Transportation, Parking, & Payments/Refunds/Schedule Changes
6. Check-Out/Authorized Pick-Ups, Late Pick-Up, Additional Days
7. No School Days & Modified Schedule Days
8. 2021-22 Rates
9. Emergency/Medical Info & Waivers, Snack & Lunch, After School Enrichment
10. Health Policy
11. Communication, Contact Info, Attendance, & Electronics
12. Behavior Guidelines & Policy

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, rink sports court, 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 for returning families. 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. Changes in schedule are accommodated monthly.**

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.

2021/22 Registration Schedule*:

March 8th – Priority Registration Open for Returning ASA families

April 5th – Registration Open for New Families

May-July – 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 can 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 help them in the restroom. The program does not have the resources to provide 1-on-1 supervision with a child at all times. The program does its best to accommodate those with a disability, but typically a more specialized program, with trained staff for those needs, is a better fit. An assigned aid provided by the family can make it a better experience. The program 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 by the Kindergarten class rooms 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 places to park to pick-up your child is the parking lot adjacent to the playground or the lot by the Jennifer Russell Building. 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 7 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 6:00pm for \$15.

If late to pick-up at 4:30pm: \$15 after 10 minutes

If late to pick-up at 6:00pm: \$15 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 year). 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 7 days in advance** to the Program Supervisor. Cost for adding an occasional or one-off day will be calculated at \$12/hr.

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 6th

November 1st

November 11th, 12th, 22nd-26th

December 20th-31st

January 3rd & 17th

February 18th & 21st

March 18th

April 4th-8th

Modified Schedule Days

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

Modified Schedule Days:

August 9th-20th (Gentle Beginnings for TK/K)

September 20th-24th (K-5th) Conference Week

December 17th (K-5th) Minimum Day

May 26th (K-5th) Minimum Day

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.

After School Awesome 2021-22 Daily Rates

Billed Monthly

Fees based on \$9/hr and may be adjusted with school schedule changes

First Day: August 9th; Last Day: 5/26; 8/9-8/20 TK/Kinder Gentle Beginnings; 9/20-9/24 Conference Week; Minimum Days: 12/17 & 5/26

	M/Tu/Th/F	Wednesday	Min. Day/Conf. Week	Gentle Beginnings
Late Transitional Kindergarten				
1:00pm-4:30pm	\$31.50/Day	\$31.50/Day	\$31.50/Day	\$40.50/Day
1:00pm-6:00pm	\$45/Day	\$45/Day	\$45/Day	\$54/Day
<i>Gentle Beginnings: 12pm arrival; All other days: 1pm arrival for TK</i>				
Early Kindergarten				
1:00pm-4:30pm	\$31.50/Day	\$40.50/Day	\$40.50/Day	\$40.50/Day
1:00pm-6:00pm	\$45/Day	\$54/Day	\$54/Day	\$54/Day
<i>Wednesdays/Gentle Beginnings/Min. Days/Conf. Week: 12pm arrival</i>				
Late Kindergarten				
2:15pm-4:30pm	\$20.25/Day	\$40.50/Day	\$40.50/Day	\$40.50/Day
2:15pm-6:00pm	\$33.75/Day	\$54/Day	\$54/Day	\$54/Day
<i>Wednesdays/Gentle Beginnings/Min. Days/Conf. Week: 12pm arrival</i>				
1st-5th				
3:00pm-4:30pm	\$13.50/Day	\$22.50/Day	\$40.50/Day	N/A
3:00pm-6:00pm	\$27/Day	\$36/Day	\$54/Day	N/A
<i>Wednesdays: 2pm arrival; Minimum Day/Conference Week: 12pm arrival</i>				

[Email sheinsma@lovelafayette.org if you would like a Quote](mailto:sheinsma@lovelafayette.org)

Families accepted into the program are enrolled for the whole year & payment is processed on payment plan at the 1st of each month.

At enrollment, families will commit to the specific day(s) of the week they would like to come (ex: Mondays, Wednesdays, and Fridays). Days can be changed monthly.

Example with Mondays, Wednesday, & Fridays in October 2021 for a 1st-5th 3pm-6pm
4 Mondays = 4 days x \$27/day = \$108
4 Wednesdays = 4 days x \$36/day = \$144
5 Fridays = 5 days x \$27/day = \$135
Total for October 2021 = \$387

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/WAIVERANDRELEASEAfterSchoolAwesome202122> 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.

Snacks and Lunch

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, 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.

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. There is no refund or discount for overlapping programs. 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.

Health Policy

We'd like to keep all our kids and staff as healthy as possible and prevent the spread of sickness. Kids who do not attend school due to illness or quarantine (including modified) may not attend ASA. "Sick" is someone exhibiting, but not limited to, the following symptoms: frequent cough, shortness of breath, fever (temp 100.4°F or higher without fever reducing medication), sore throat, chills, vomiting, and/or diarrhea.

If a child develops symptoms at the program:

- Parents will be asked to pick-up their child as soon as possible and contact their health provider.
- If COVID-19 is ruled out, children may return to the program 24 hours after a fever resolves and symptoms start improving.
- A record that a doctor was consulted may be required to be readmitted into the program.

If someone at the program tests positive for COVID 19:

- The person who tests positive must follow current quarantine guidelines.
- Current Contra Costa County Health guidelines will be followed for next steps when a case is identified.

After School Awesome can be canceled due to an illness in the program and refunds will be addressed on a case by case basis.

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: 925-284-2232

ASA Director, TJ Meyersieck's Email: tmeyersieck@lovelafayette.org

Program Supervisor, Steven Heinsma's Email: sheinsma@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. Nintendo Switch for interactive games
- b. Movie screens for occasional movie days. All movies shown will be G/PG.
- c. Computers/iPads for homework and interactive games

Behavior Guidelines & Policy

After School Awesome is all about reinforcing good behavior and we love to acknowledge when our Awesome kids are being awesome! 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. Show good sportsmanship through wins AND losses
5. You want to be treated well, so treat others well too
6. Help clean up whether you made the mess or not
7. Follow all rules of After School Awesome communicated by ASA staff
8. Stay with a leader at all times and communicate all issues to a leader
9. 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. Cooling-off period from an activity or situation. 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