

# **AFTER SCHOOL AWESOME**

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

**Information, Policies, & Procedures**

**Provided by City of Lafayette Parks, Trails & Recreation Department**

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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 6:00pm. After School Awesome features free play, sports, hikes, arts & crafts, science, homework help, and various other enrichment opportunities. Each day kids will be safe, get moving through activities, and HAVE FUN!

The program is located at the Lafayette Community Center (500 St. Mary's Road) in the Madrone 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](http://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 program director.

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.

## **2024/25 Registration Schedule\*:**

March 7th – Priority Registration Open for Returning ASA families

April 8<sup>th</sup> – Registration Open for New Families at 7:00am

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 buses are the only buses that stop at the Lafayette Community Center. There will be a bus for all release times on all school days. Kindergarten dismissal buses will be waiting in the lot by the Kindergarten class rooms and 1<sup>st</sup> - 5<sup>th</sup> Grade dismissal buses will be located by the BVE school office.

ASA staff will be at BVE to make sure students utilizing the school bus for transportation get on. Upon arriving at the Community Center bus stop, kids will be escorted to the Madrone Room for After School Awesome

To purchase a bus pass and for more bus specific information, please visit:

[www.lamorindaschoolbus.org](http://www.lamorindaschoolbus.org)

Students with other forms of transportation should be dropped off by a parent/guardian at the Madrone 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

Payments will be automatically charged 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. Schedule changes will not guarantee you get that day back the following month. Getting rid of a day may result in a new child being filled for that day. Schedule changes will not account for vacation/other activities, those days will be set each month and can not be taken off. Families will be charged for the days you choose of the month and will not be able to get refunded for missed days.

## Check-Out & Authorized Pick-Ups

Check-out is either at 4:30pm or 6:00pm and was selected at the time of registration. Please be on time to pick-up your child. If you will not be able to make a pick-up time, make sure to notify us as soon as possible. Upon pick-up, parents/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 Director.

# 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 Camp Awesome and contract instructor programs.

## **After School Awesome is closed on the following days:**

September 2<sup>nd</sup>

November 1<sup>st</sup>, 11<sup>th</sup>, 25<sup>th</sup>-29<sup>th</sup>

December 23<sup>rd</sup>-January 3<sup>rd</sup>

January 20<sup>th</sup>

February 14<sup>th</sup> & 17<sup>th</sup>

March 17<sup>th</sup>, 31<sup>st</sup>-April 4<sup>th</sup>

May 26<sup>th</sup>

# 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 13<sup>th</sup>-23<sup>rd</sup> (Gentle Beginnings for TK/K)

September 23<sup>rd</sup>-27<sup>th</sup> (K-5<sup>th</sup>) Conference Week

December 20<sup>th</sup> (K-5<sup>th</sup>) Minimum Day

May 29<sup>th</sup> (K-5<sup>th</sup>) Minimum Day

Please see the School District Calendar for more information at [Calendar](#)

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

# After School Awesome 2024-25 Daily Rates

**Billed Monthly-Schedule Changes Can Be Made Monthly, but will not guarantee spots back when removing days**

**Fees based on \$11.50/hr and may be adjusted with school schedule changes**

**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: M/W/F)**

First Day: August 13th; Last Day: 5/29; 8/13-8/23 TK/Kinder Gentle Beginnings; 9/23-9/27 Conference Week; Minimum Days: 12/20 & 5/29

	M/Tu/Th/F	Wednesday	Min. Day/Conf. Week	Gentle Beginnings
<b>Late Transitional Kindergarten</b>				
1:00pm-4:30pm	\$40.25/Day	\$40.25/Day	\$48.88/Day	\$51.75/Day
1:00pm-6:00pm	\$57.50/Day	\$57.50/Day	\$66.13/Day	\$69/Day
<i>Wednesdays 1pm Arrival</i>				
<i>Gentle Beginnings: 12pm arrival;</i>				
<i>Min. Days/Conf. Week: 12:15pm arrival;</i>				
<b>Early Kindergarten</b>				
1:00pm-4:30pm	\$40.25/Day	\$51.75/Day	\$48.88/Day	\$51.75/Day
1:00pm-6:00pm	\$57.50/Day	\$69/Day	\$66.13/Day	\$69/Day
<i>Wednesdays/Gentle Beginnings: 12pm arrival;</i>				
<i>Min. Days/Conf. Week: 12:15pm arrival</i>				
<b>Late Kindergarten</b>				
2:15pm-4:30pm	\$25.87/Day	\$51.75/Day	\$48.88/Day	\$51.75/Day
2:15pm-6:00pm	\$43.12/Day	\$69/Day	\$66.13/Day	\$69/Day
<i>Wednesdays/Gentle Beginnings: 12pm arrival;</i>				
<i>Min. Days/Conf. Week: 12:15pm arrival</i>				
<b>1st-5th</b>				
3:00pm-4:30pm	\$17.25/Day	\$28.75/Day	\$48.88/Day	N/A
3:00pm-6:00pm	\$34.50/Day	\$46/Day	\$66.13/Day	N/A
<i>Wednesdays: 2pm arrival;</i>				
<i>Min. Days/Conf. Week: 12:15pm arrival</i>				

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

<p><b>Example with M/W/F in October 2024 for a 1st-5th</b></p> <p><b>3pm-6pm</b> 4 Mondays = 4 days x \$34.50/day = \$138</p> <p>4 Wednesdays = 4 days x \$46/day = \$184</p> <p>4 Fridays = 4 days x \$34.50/day = \$138</p> <p><b>Total for October 2024 = \$460</b></p>
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# 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/waiverandreleaseafterschoolawesome202425> or find the waiver link at [www.lovelafayette.org/afterschoolawesome](http://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 snacks 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](http://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.

# 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](mailto:ASA@lovelafayette.org)

**Recreation Department Email:** [recreation@lovelafayette.org](mailto:recreation@lovelafayette.org)

**Community Center Office line:** 925-284-2232

**Program Director's, TJ Meyersieck's Email:** [tmeyersieck@lovelafayette.org](mailto:tmeyersieck@lovelafayette.org)

**Kira Tannlund Email:** [ktannlund@lovelafayette.org](mailto:ktannlund@lovelafayette.org)

**ASA Cell Phone (Call or Text):** 925-900-3190

**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. Once a schedule is set for your child, we will not refund for days of sports, vacations or other activities. We fill our staff based on the schedules we are given by families.

## 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 or 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