



City of Meniffee After School Adventures Program



Our Mission

- Provide children with a safe supervised environment
- Provide & engage children in a variety of quality recreational activities that encourage creativity, emotional, physical development
- Foster the self-worth of each child and promote respect for cultural diversity
- Provide activities that help children develop thinking and problem-solving skills
- Provide activities that instill lessons about cooperation and conflict resolution
- Encourage children the opportunity to build peer friendships

Registration Guidelines

- After School Program is offered to students 1st through 8th grade from 2:00 until 5:30 pm. (12:30pm to 5:30pm on Wednesdays)
- All students are welcome, but parents will be responsible for making arrangements for their child getting to the program. (No transportation provided)
- Each session is \$2/day, but you must pay for full month. (See calendar for session dates and fees)
- The After School Adventures Program runs on a Priority Registration System. Students currently enrolled in the program have priority to sign up for the next session. Failure to make a payment by the Priority Registration Deadline could result in your spot being taken. (See calendar for priority registration dates)
- It is the parent's responsibility to keep registration info updated when/if changes occur place from original information (example: phone/contact info, address changes, medical alerts/etc)

Forms

The required forms must be signed and submitted to program staff prior to the student attending the program. Students, who do not complete all required forms, will **NOT** be permitted to participate in the program, ***NO EXCEPTIONS***. All required documents are included in this packet and are as follows:

- 1) Activity Registration**
- 2) Student Information Form**
- 3) Pick up Authorization Form**

Attendance and Program Sign-In/Out Procedures

- Students registered in the program will sign-in upon arrival with program staff.
- At the conclusion of the program, all Authorized Pick Up Adults (**18 years and older**) are required to present **Valid Photo ID** and sign the student out by providing a printed name, initials and a departure time. A student will **NOT** be released to individuals who are not listed on the student's release form so please be accurate.
- Parents will need to meet with Community Services Coordinator and submit a "Walk Home" Authorization form in order to allow students to be permitted to sign themselves out and walk home.

Supervision of Program and Discipline Policies

The After School Adventures Program is supervised at a ratio of 15 students to 1 staff member. Because of student ratio, if a student is not be able to participate in group activities and distract staff from properly supervising the entire group, participation in the After School Adventures Program may not be suitable. Activities take place in supervised areas only. Leaving the supervised area without permission can result in student being dismissed from the program. **There are no refunds or credits for days missed due to discipline problems.**

- A student must follow the rules of the program. Disruptive or disrespectful behavior, including but not limited to: Stealing, vandalism, fighting, cursing, foul play, not following directions, etc., toward other students and/or program staff will not be tolerated and is reason for dismissal. We encourage parents/guardians to discuss concerns with the Community Services Coordinator or Community Services Leader.

Conduct Violation Consequences*:

1st Violation – Disciplinary Action Form and guidance

2nd Violation – Disciplinary Action Form, Suspension, and student will be sent home if necessary

3rd Violation – Disciplinary Action Form and Dismissal from program

- Parent/Guardian will be held responsible for any cost/damages inflicted upon park facility, and/or private property or equipment.
- The following are the rules that have been established for our program. Please become familiar with the rules in order to help your student enjoy the program.

Program Rules

1. Follow staff's directions at all times.
2. Show respect & kindness to others. No bullying, put downs or foul language.
3. No rough play – hands & feet are to be kept to oneself.
4. Phones/Electronic devices may be used only for emergencies and staying in contact with parents. No calling and texting friends during program time.
5. Clean up after yourself – games/trash/belongings/etc.
6. Shoes must be worn at all times during program unless otherwise stated by staff for a specific game.
7. Personal toys/etc. should not be brought to the program. **We are not responsible for lost or stolen items.**
8. NO:
 - a. Climbing on trees/poles/gates/fences/etc.
 - b. Playing in hallway, bathrooms, kitchen, and bushes, behind partitions or buildings.
 - c. Running in the building or near glass doors/windows.

Your child's safety is our highest concern. Please go over these rules with them.

Parental/Guardian Support and Responsibilities

Though our staff is committed and qualified, parental support is needed to make the program the very best it can be. Parents/guardians are important partners in the program's success and are encouraged to attend special presentations, events/activities, and other projects when needed.

- Parents or Authorized Adults for pick up must be available to pick up participant at any given time within 15 minutes of the center's phone call.
- Participants may not arrive any earlier than 2:00 pm (12:30pm on Wednesdays). Please pick-up child(ren) **no later** than 5:30 at the end of program
- Be aware that we have the right to send child/ren home who are not willing to follow our rules
- Suitable behavior towards the program and its administrators is required at all times from any and all adults. Should an issue arise and inappropriate or disrespectful behavior occurs, your student will be removed from the program.

Activities

- This program provides optional homework assistance as needed. It is the students' responsibility to bring their homework to the program and the parent/guardian has the responsibility to support the program in ensuring the student has the appropriate information to complete homework daily. Parents/guardians are expected to support homework completion by reviewing it when their student gets home daily.
- Additional activities may include 30 – 45 minutes daily of:
 - Groups sports and games
 - Arts and crafts
 - Exploration and Science

After School Adventures Program will take part in various special events and guest presentations. You will be notified in advance of upcoming events or presentations.

- A calendar will be available each month showing the theme of the week along with some of the planned activities.

Snacks

- Parents/guardians must send their student(s) with a daily snack.
- Please be aware the this facility is not a Peanut/Tree free facility

Personal Belongings

Please keep all personal belongings at home or in backpacks. This includes all electronic devices such as PSPs, iPods, and cell phones. Cell phones will **NOT** be permitted during program hours and the City of Menifee will not be held liable for loss, theft or damage of items.