PROGRAM OVERVIEW

AFTERSCHOOL YOUTH RECREATION PROGRAM (AYRP)
Operated by the City of Daly City Department of Library and Recreation Services, the Afterschool Youth Recreation Program provides students with a safe, nurturing, healthy, and welcoming environment encompassing homework assistance, healthy snacks, and engaging activities that incorporate academics, youth development, and recreation.

The Afterschool Youth Recreation Program is held at Daniel Webster, Junipero Serra, MH Tobias, and Panorama Elementary Schools, and Fernando Rivera Intermediate School. AYRP is Monday through Friday from school release to 5:30 p.m., including minimum days.

AQUATICS CAMPS/SUMMER PROGRAM (A)
Aquatics offers Seasonal Camp Programs at Giammona Pool is for children in 1st through 6th grade (6-12 years of age). The program offers a safe and fun environment to engage participants in recreational games and activities, as well as swimming lessons.

SUMMER YOUTH RECREATION PROGRAM (SYRP)
This weekly program provides positive and exciting social experience through recreation for youth ages 6-14 years old. It will focus on incorporating the four bases of character development: Confidence, Integrity, Leadership, and teamwork. Each week of SYRP will include games, crafts, sports, and activities related to the theme of the week. Optional fieldtrips, events, and Aftercare will be available for an additional fee.

PROGRAM LOCATIONS AND CONTACT INFORMATION

<table>
<thead>
<tr>
<th>SITE</th>
<th>ADDRESS</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANIEL WEBSTER</td>
<td>425 El Dorado Drive</td>
<td>650-991-8001</td>
</tr>
<tr>
<td>FERNANDO RIVERA</td>
<td>1255 Southgate Avenue</td>
<td>650-991-8001</td>
</tr>
<tr>
<td>GELLERT PARK</td>
<td>50 Wembley Drive</td>
<td>650-991-8001</td>
</tr>
<tr>
<td>GIAMMONA POOL</td>
<td>131 Westmoor Avenue</td>
<td>650-757-1034</td>
</tr>
<tr>
<td>HILLSIDE PARK</td>
<td>222 Lausanne Avenue</td>
<td>650-991-8001</td>
</tr>
<tr>
<td>JUNIPERO SERRA</td>
<td>151 Victoria Street</td>
<td>650-991-8001</td>
</tr>
<tr>
<td>MARCHBANK PARK</td>
<td>10 S. Parkview Avenue</td>
<td>650-991-8001</td>
</tr>
<tr>
<td>MH TOBIAS</td>
<td>725 Southgate Avenue</td>
<td>650-991-8001</td>
</tr>
<tr>
<td>PANORAMA</td>
<td>25 Bellevue Street</td>
<td>650-991-8001</td>
</tr>
<tr>
<td>WESTLAKE PARK</td>
<td>145 Lake Merced Boulevard</td>
<td>650-991-8001</td>
</tr>
</tbody>
</table>

STUDENT RATIOS

| AYRP/SYRP       | 20:1                      |
| AQUATICS        | 10:1                      |

ENROLLMENT
To enroll for AYRP, Aquatics, and SYRP, register online at www.dalycity.org/iplay or in-person by completing a registration form and submitting it at the main office (111 Lake Merced Blvd, Daly City 94015). Registration forms must be completed accurately and submitted prior to the first day of the program to obtain the standard fee.

Participants will only be allowed into the program when registration is completed for that Trimester, Class and or specific Camp. Participant registration must be completed by the REGISTRATION DUE DATE, if a participant is registered after the REGISTRATION DUE DATE, an additional $10 administration fee will be assessed for each participant.

**ORIENTATIONS**

A parent or guardian must complete a program orientation and complete a form to express they fully understand the program’s policies. Orientations and completion of form must be completed once every school year.

**AYRP**

NEW for the 2018-19 school year, it is MANDATORY to attend a one-time orientation on the first Friday of the month at the program end time. Parent/guardian(s) and participant(s) will be able to meet staff, discuss behavioral policies, late pick up procedures, curriculum, etc.

**AQUATICS**

Mandatory Aquatics Program orientations will be given to parent(s) and participant(s) on the first day of attendance. Parent/Guardian(s) and participant(s) will be able to meet staff, discuss behavioral policies, late pick up procedures, curriculum, swimming lessons, and etc.

**SYRP**

NEW for the 2019 Summer, it is MANDATORY to attend a one-time orientation on the first day of program at the program end time. Parent/guardian(s) and participant(s) will be able to meet staff, discuss behavioral policies, late pick up procedures, curriculum, etc.

**PICK-UP & SIGN-IN AND OUT PROCEDURES**

**AYRP/SYRP – Drop-off & Sign-in**

Students must check-in with staff once they arrive to the program each day.

**AQUATICS – Drop-off & Sign-in**

Students being dropped-off by parent must be signed-in by parent. Please do not drop-off your child in the parking lot and have them walk in by themselves.

**Sign-out**

Your child must be signed out by the parent/guardian or authorized adult picking-up the child(ren). When picking-up the child in the afternoon a parent/guardian must come to the multi-use room, sign the child(ren) out and notify a staff member that you are leaving with the child(ren). It is required that when signing-in or out your child you must use your full written signature. Initials are not acceptable. Parent/guardian may be required to present picture identification, i.e. driver’s license, government issued ID.
If someone other than the child’s parent/guardian will be picking-up the child, either a phone call or a note must be given to the site leader. That individual must be prepared to show picture identification, i.e. driver’s license, government issued ID.

If for any reason a person picking up the child(ren) appear to be impaired by alcohol or drugs the child(ren) will not be permitted to leave with them and an alternate person listed on the emergency contact form will be called. Please understand this is for the safety of your child(ren).

If you may be late for pick-up, please contact the site staff as soon as possible.

**LATE PICK-UP POLICY**

Late Pick-Up Policy: Participants must be signed out NO LATER than the end time of the program. A $1.00 per minute late fee will be imposed for pick-ups past the end time of the program.

Parent/guardian(s) are asked to pick-up their child(ren) on time. The following policy will be followed for Parents/Guardian(s) who display a pattern of arriving after our closing time.

- 1st Warning – If arrival after program end time
- 2nd Warning – If arrival after program end time
- 3rd Warning – Late fee pick-up will be charged
- 4th Offense – Not allowed in program

If staff are unable to stay after program end time, staff may call police dispatch to pick-up and bring child(ren) to local police department.

**COMMUNICATION**

Please be sure to check the sign-in table for pertinent information and updates to the program. This information will be prominently displayed. We ask that you please look for and read this important information. Our staff will be available to help answer any questions you may have.

**HOMEWORK POLICY**

**AYRP** We offer homework assistance Monday – Thursday at a set time for each program. Children requiring additional time to complete homework will be accommodated.

**LOST AND FOUND**

Please make sure that your child’s name is on their lunchbox, backpack, sweaters, jackets, and all other personal belongings. We maintain a ‘Lost and Found’ where any left items from the program are held. Please check regularly for missing items. Items not claimed will be donated.

**ELECTRONICS POLICY**

**AYRP**, **AQUATICS**, **SYRP** follow the rules of the regular school day with regards to cellular phones, tablets and other electronic devices. Items brought or used on campus in violation of school policy are confiscated and returned only to the parent/guardian.
ILLNESS AND ABSENCES

In consideration of all children in the programs, please do not send sick children to participate at AYRP, AQUATICS, SYRP. Should your child become ill during the program you will be contacted to pick-up your child immediately.

In the instance of an “exposure”, please contact the Program Supervisor at 650-991-8001 immediately. Such “exposures” include but are not limited to: Head Lice, Hand, Foot & Mouth Syndrome, Pinworm Infection, Scabies, Slap Cheek, Pinkeye etc. We have a No Nit policy in regards to Head Lice. We will appropriately notify families/schools of the “exposure” with notices.

Youth Recreation Program Staff and participants adhere to all rules, polices, and procedures that the Local School Districts requires for the safe return to in-person instruction.

In regards to absences, no refunds will be given due to illness. Exception to the refund policy due extenuating circumstances may be considered by the Director of Library and Recreation Services.

MEDICATION

If your child has a medication, please instruct your child when and how to apply it. Please make sure the prescription bottle contains the original label with instructions in case child may need assistance. Staff do not administer medications.

If your child has any allergies or medications (ex. Epi pin, albuterol), please note it on their registration form, and speak to staff regarding any allergies or medications; so staff is aware.

CHILD ABUSE/NEGLECT

Under current law, programs do not have to notify the parent/guardian before notifying Child Protective Services (CPS). It is the program’s responsibility to protect children from abuse and/or neglect.

CODE OF CONDUCT

Children are expected to comply with all regular school day rules and regulations in addition to the Behavior Management Policy. Discipline will be handled by the program Site-lead, the program Group Leaders, and, in some cases, by the School Faculty.

A parent/guardian is also required to sign the Behavior Notification at the time a child’s behavior is inappropriate. However, a parent/guardian’s refusal to sign a Behavior Notice does not excuse inappropriate behavior of a child and does not prevent dismissal of the child if behavior warrants dismissal.

The policy includes methods such as talking to the child about the situation, redirection of the child from the group for reflection, and/or consulting with parents/guardians and school faculty. Parent/guardian’s contacted about inappropriate behavior are expected to cooperate with staff to help ensure the inappropriate behavior was addressed and redirected. One of the
goals of our behavior process is to help children develop self-discipline and give them choices whenever possible. Corporal punishment, sarcasm and yelling by the staff are not acceptable means of disciplining children in the program.

GENERAL RULES

- Bullying, including cyber bullying, directed toward a pupil or school personnel may be cause for suspension
- Threats of any kind directed toward a pupil or school personnel may be cause for suspension
- Acts of physical violence are strictly prohibited
- The use of drugs/alcohol on school premises is strictly prohibited
- Defacing of personal property or school property is strictly prohibited

AYRP/AQUATICS/SYRP staff follow the rules of the regular school day, offering a safe, secure, engaging environment. AYRP/AQUATICS/SYRP staff will set clear expectations, offer guidance, and address conflicts as they arise to meet the needs and relationships of the community. Limits are set on behavior to provide a safe and caring environment where children can play and learn. Limits are set for three primary reasons: 1) to prevent children from injuring themselves or others; 2) to prevent the destruction of property, materials, or equipment; 3) to help children learn respect for themselves, other children, and adults.

Removal of a student from the program, if deemed necessary, will be a collective decision from site staff, School Faculty, and Daly City Department of Library and Recreation Services.