

**GLENDALE UNIFIED SCHOOL DISTRICT
EARLY EDUCATION AND EXTENDED LEARNING PROGRAMS**

**EEELP
POLICY
HANDBOOK
FOR
PARENTS**

**Recreational After School
Program (RAP)**

**520 E. Wilson Ave., Suite 215
Glendale, California 91206
818-247-0775**

Board Approved: 3/20/12

GLENDALE UNIFIED SCHOOL DISTRICT
EARLY EDUCATION AND EXTENDED LEARNING PROGRAMS

RECREATIONAL AFTER-SCHOOL PROGRAM (RAP)

Welcome to the Early Education and Extended Learning Programs (EEELP) of the Glendale Unified School District (GUSD). On the following pages, there is important information about the Recreational After-School program (RAP) which will help you to understand the policies and regulations. Note the section on Parents/Guardians Opportunities which lists some of the ways you can participate in your child's RAP experience.

Please retain this information for your future reference. If there is any additional information that you need, please feel free to ask questions at the Recreational After-School Program.

EARLY EDUCATION AND EXTENDED LEARNING PROGRAMS
RAP SITE LOCATIONS

Cerritos RAP
120 E. Cerritos Ave., Glendale 91205
818-243-3212

Lincoln RAP
4310 New York Ave., La Crescenta 91214
818-249-1607

Dunsmore RAP
4717 Dunsmore, La Crescenta 91214
818-957-4854

Monte Vista
2620 Orange Ave., La Crescenta 91214
818-957-5845

Franklin RAP
1610 Lake St., Glendale 91201
818-476-6841

Mountain Avenue
2307 Mountain Ave., La Crescenta 91214
818-249-3252

Fremont RAP
3320 Las Palmas, Glendale 91208
818-430-0773

Muir RAP
912 S. Chevy Chase Dr., Glendale 91205
818-400-5627

Glenoaks RAP
2015 E. Glenoaks Blvd., Glendale 91206
818-476-6837

Verdugo Woodlands RAP
1751 North Verdugo Rd., Glendale 91208
818-967-8027

Keppel RAP
730 Glenwood Rd., Glendale 91202744 E.
818-531-8602

R.D. White RAP
Doran St., Glendale 91206
818-813-3671

La Crescenta RAP
4343 La Crescenta Ave, La Crescenta 91214
818-248-7131

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100 PROGRAM INFORMATION

100.1 General Statement and Goals

1. The Recreational After-School Program (**RAP**) provides a safe and supervised after-school program for elementary school students in the Glendale Unified School District. Supervised homework time and activities that stimulate curiosity, foster creativity, encourage independence, choice-making, and problem-solving, and enhance self-esteem are provided.
2. The RAP is nonprofit; all fees go toward making it self-supporting. This program is for school-age students only.
3. The RAP operates from dismissal time of the school (varies) until 5:30 p.m.
4. The program will not operate on school/national holidays or when school is not in session.

100.2 Eligibility

1. The RAP is for students in Grades 1-6.
2. It is required that the family live within the boundaries of the Glendale Unified School District (GUSD) or have a current District permit authorizing attendance in a GUSD school. Students must be enrolled in a school offering RAP.
3. Students are expected to demonstrate appropriate behavior and to follow reasonable rules of conduct.
4. A student will not be accepted or retained in the program if one of the following conditions exists:
 - The student exhibits harmful behavior to self and/or others.
 - The essential nature of the program would be fundamentally altered as based on a case-by-case determination and in compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA).

100.3 Nondiscrimination

RAP does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in determining which students are served. The program:

- welcomes the enrollment of students with disabilities
- understands the requirement of the Americans with Disabilities Act (ADA) to make reasonable accommodations for such students and implements those accommodations

RAP refrains from religious instruction or worship.

100.4 Nutritional Needs

An afternoon snack is provided.

100.5 Parents/Guardians Opportunities

1. The Parent Advisory Council consists of parents/guardians and staff representatives from each school site. It meets regularly with the Director or her designee to discuss and advise upon issues of mutual concern affecting the Centers. All parents/guardians are encouraged to attend the meetings. In addition, parents/guardians are requested to attend special functions at their child's program site throughout the year.
2. Parents/guardians are urged to visit the site to become informed about the program. Parents/guardians may request a conference with a staff member, and the staff may request a conference with parents/guardians as needed.
3. Parents/guardians are invited to contribute their talents and/or skills to the site program.
4. Parental suggestions are welcomed at any time.

100.6 Parents/Guardians Rights

1. RAP has a policy that protects the confidentiality of students' records. Written permission from parents/guardians will be requested to release confidential information, to use students' photographs outside the program, or to allow students to participate in research projects.
2. RAP is open to parents/guardians. However, parents/guardians must check in at the RAP program at the start of a visit. This procedure must be followed to ensure students' safety. Visitations should be limited to twenty (20) minutes and shall not interfere with the operation of RAP. A parent/guardian can contact a student at RAP unless there is a court restraining order denying access to the student. Contacts should be limited to important communications and not be disruptive to the operation of the program.
3. The use or disclosure of any information pertaining to the student or the student's family shall be restricted to purposes directly related to the administration of the program. RAP staff shall permit the review of a student's file by the student's parents/guardians who enrolled the student or by a representative authorized by the parents/guardians upon request and at reasonable times and places.

100.7 Parents/Guardians Responsibilities

1. The student will not be released from RAP to anyone who is not authorized on the Student Information Card unless permission is given by the parent/guardian in writing or by telephone and in advance. Adults should be prepared to present photo identification to the staff upon request. Parents must notify the Head Teacher or RAP Leader when their child is to be picked up by a person not authorized on the Student Information Card.
2. Parents/guardians must notify the Head Teacher or RAP Leader in the event their child will be absent.
3. Parents/guardians are expected to check the student Sign-In and Sign-Out Register for personal notes or for program announcements, fliers, and bulletins.
4. If parents/guardians have a complaint regarding an alleged violation of federal or state laws or regulations, parents/guardians should follow the steps in GUSD's Administrative Regulation 1312.3, Uniform Complaint Procedures, as posted on www.gusd.net.

5. If parents/guardians have a concern related to sexual harassment, parents/guardians should follow the steps in the GUSD Sexual Harassment Board Policy 5145.7 as distributed and posted on www.gusd.net.
6. If parents/guardians have complaints but there is NO violation of federal or state laws or regulations, parents/guardians should contact the EEELP office at 818-247-0775.

100.8 Homework

EEELP strives to provide balanced after school programming that includes homework support, academic enrichment, nutrition, and physical activity.

EEELP is committed to providing an appropriate space, time, materials, and resources for students to work on homework during program hours. The program schedules 45 minutes to an hour Monday through Thursday.

EEELP teachers and educational assistants provide support, guidance, and clarification when necessary. EEELP staff does not provide one-on-one tutoring or homework correction. Homework is an important part of the home-school connection. Classroom teachers rely on homework to provide practice of newly gained skills and to assess student grasp of what was taught. Homework provides parents with a glimpse of the lesson content and an opportunity to see what their student is learning. Parents are responsible for reviewing student homework and ensuring that it is complete.

200 SCHEDULE

200.1 Afternoon Arrival and Pick-Up

1. Upon dismissal from school, the students will report to the designated RAP area and the RAP Leader will take attendance.
2. Each student is responsible for checking in with the RAP Leader on each day of attendance. The RAP Leader will be responsible to record the time of each student's arrival from school.
3. Only authorized adults eighteen (18) years or older are allowed to sign students in or out. Adults are required to sign their full name (not initials) and time of pick-up on the daily Sign-In and Out Register. Only the student's parents/guardians and authorized adults whose name appears on the Student Information Card will be allowed to take the student from RAP. Adults should be prepared to present photo identification to the staff upon request.
4. In case of an emergency delay, please telephone the RAP site. If the RAP site has not heard from the parents/guardians, and it is past the pick-up time, the staff will call the emergency numbers on the Student Information Card.
5. If a person arrives to pick up a student and it is obvious that he/she is not in a condition to drive safely, the student will not be released to that person. The RAP Leader will ask that an alternative adult be called to pick up the student and to assist the person in the unsafe driving condition. If there is no one else to call, the police will be contacted for assistance. At no time will a child be released to go to a parked car.
6. Parents/guardians are expected to pick-up their child(ren) within the parameters of the program. FOUR late pick-ups after the RAP site's closing time will be cause for termination of services. The four late pick-ups are cumulative during the years the student is enrolled in any of the following Early Education and Extended Learning Programs:

- Self-Supporting
- State Subsidized/Federal Subsidized
- RAP (Recreational After School Program)
- ASES (After School Education and Safety Program)

7. A Late Pick-Up Notice will be issued each time a parent/guardian is late. In addition to each Late Pick-Up Notice, a \$1 per minute charge (maximum \$100 for each occurrence), per family, per site, will be assessed according to the RAP site's clock or the RAP Leader's watch. If the charge is not paid within seven (7) days, a delinquent notice will be issued which could result in the termination of services.

200.2 Attendance

1. If a child is released from the elementary school prior to the end of the school day, the parent/guardian must either leave a note in the RAP box in the school office or notify the RAP staff directly. If the RAP staff is not notified of an absence, the child will be considered missing and a search will commence. Searches disrupt the normal operations of RAP, and services will be terminated upon the second incident.
2. If a student is not going to attend RAP or is going home right after school, please call the school office or Head Teacher and ask them to place the message in the RAP box in the school office.
3. After the student has been absent for five (5) consecutive days with no communication from the parent/guardian and the RAP staff has made every effort to contact the parent/guardian, RAP services will be terminated.
4. If a student is going to be leaving with anyone who is not pre-authorized on the Student Information Card, a letter signed by the parent/guardian noting the date, departure time, and person's name who is taking the student must be given to the RAP Leader in advance. Adults should be prepared to present photo identification to the staff upon request.
5. A student may be released for a portion of time from the RAP program to attend programs at the school such as tutoring, drill team, enrichment classes, chorus, etc. as long as an agreement or partnership with the program exists thus making this parallel program the child's enrichment component. The student must check in with RAP prior to being released to the parallel program. Parents/guardians must complete the "Permission Form." This form can be obtained from the Head Teacher, and the completed form will be placed in the student's file.

300 PUBLIC SCHOOL REGULATIONS

(For All Centers)

300.1 General

School safety rules, policies, and procedures are followed by the RAP sites.

300.2 Smoking

Smoking is not allowed on district property including the school playground. California law restricts smoking near schools to no less than 25 feet away.

300.3 Suspension

1. If a student is suspended from the public school, the suspension also applies to RAP. Suspension from RAP for an infraction of a District rule may lead to suspension from school.
2. The fee is due to the RAP even though a student is suspended.
3. For further information, see the Discipline Policy on **Page 8** of this document.

300.4 Automobile Regulations

Each school sets its own parking regulations as mandated by the principal and the City of Glendale. Parents/guardians should contact the Head Teacher at the center for these rules.

Parents/guardians must follow all posted signs, boundary cones, and traffic regulations when parking their car. When the car is unattended, small children are not to be left in the car nor the engine left running.

400 ADDITIONAL PROGRAM REGULATIONS

400.1 Fees

1. An annual enrollment fee will be charged. The yearly program starts on the first day of school and ends on the last day of school.
2. Fees are to be paid by check or money order, payable to Glendale Unified School District (GUSD), or online using EZ Pay. No cash payments will be accepted for RAP fees.
3. Fees are due on the first day of attendance. *No adjustments are made for days not attended.* Your child will not be admitted to RAP unless the weekly fee is current. Payment must be made on the first day of attendance each week. The District reserves the right to refuse child care services until all outstanding fees have been paid. This is in accordance with the agreement signed by the parent upon enrolling the student in the program. The Early Education and Extended Learning Programs do not have credit arrangements.
4. A service fee will be charged for any check returned for insufficient funds. This payment must be made by money order or using EZ Pay only. If a second check is returned, all future weekly fee payments must be made by money order or using EZ Pay only.
5. Parents/guardians may keep their cancelled checks and/or EZPay receipts for tax purposes. A summary of fees paid will be provided by January 30.
6. It may be necessary to take legal action to collect delinquent fees after a thirty (30) day advance written notice has been given/sent to the parents/guardians.
7. Please retain this Federal ID number for tax preparation purposes: **#95-6001464.**
8. Upon written request and approval of the Director, a refund may be issued for overpayment of fees.
9. Fees are subject to change with a thirty (30) day notice.

400.2 Child Abuse and Neglect

Under the mandatory Child Abuse Reporting Law, California State Penal Code Section 11161.5, the RAP staff is obligated to report cases of suspected child abuse or neglect. If the staff fails to report, they could be subject to a fine and/or imprisonment.

Note: According to Child Abuse Reporting Law, any time a child reports or a staff member observes that a student has been injured as a result of discipline, a suspected child abuse report must be filed.

400.3 Change of Status

RAP must be notified promptly of any changes in the parents/guardians address, telephone number, or changes on the Student Information Card. An updated card will be requested at the beginning of each school year.

400.4 Qualifications of the Staff

Educational Assistants have been hired according to the requirements of the Glendale Unified School District Human Resources Department.

400.5 Field Trips

For a field trip, parents/guardians will be notified in advance and must sign a parent/guardian consent form. The parent/guardian consent form must be returned to the teacher at least one (1) day prior to the scheduled field trip. Walking field trips also require prior written parent/guardian consent.

For field trips that require transportation, students must be transported to and from the field trip locations on District approved buses.

For families who do not wish their child(ren) to participate in the field trip, alternative child care provisions may be provided or parents shall find alternate child care.

400.6 Clothing and Appearance

California State Board of Education Rule, Administrative Code, Title 5, Section 302 states that "A pupil who goes to school without proper attention being given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school, or shall be required to prepare themselves for the school room before entering." School-age students should wear clothing that allows them to participate in all RAP activities.

400.7 Extra-Curricular After-School Activities

When a student participates in any after-school program/activity that is not staffed by RAP staff and is held during RAP's hours of operation, the parents/guardians must complete the "Permission Form." The form can be obtained from the RAP Leader and the completed form will be placed in the student's file.

400.8 Emergency and Disaster Procedures

In case of an emergency or disaster, no student will be allowed to leave the RAP site or evacuation site without parent/guardian permission. The teachers will remain with the students until they are released to their parents/guardians or persons as authorized on the Student Information Card.

400.9 Re-Enrollment Following Termination

When RAP services are terminated for cause, re-enrollment may be considered after a six (6) month period or on a case-by-case basis.

500 HEALTH AND SAFETY REGULATIONS

500.1 Illness During the Day

If a student becomes ill during the day, the parent/guardian will be contacted and must assume responsibility for picking up the student or sending an authorized person to do so within one (1) hour of notification.

500.2 Returning to RAP After Illness

1. Students returning to RAP after an accident or hospitalization must have a written release from the attending physician indicating the nature of the problem, and if there are any limitations. A student must be readmitted by a school nurse or health clerk. Students returning with crutches, casts, or an orthopedic device must have written permission from the attending physician indicating limitations for inside the classroom and for playground activities.
2. Cases of scabies or extensive impetigo need a written clearance from a physician or health center.
3. In cases of lice, the student needs to be treated, **nits (eggs)** removed, and be rechecked by authorized personnel before being readmitted to the RAP site.

500.3 Medication

1. Parents/guardians must inform the RAP staff if a student is on any frequent or regular medication at home.
2. If the student is on medication which has to be given at specific times during the RAP day, the Request for Medication to be taken During School Hours form must be completed by the parent/guardian with the physician's signature and instructions attached. This form is available at RAP.
3. Medication must be in the original container. Only one (1) week's dosage of medication is to be kept at the school office.
4. Medication should be taken at home whenever possible.
5. Non-prescribed medication **cannot** be given to students.

500.4 Student Information Card

1. The Student Information Card is completed by parents/guardians upon enrolling a student in RAP, and it is the parents/guardians responsibility to keep this information up-to-date including the names of persons authorized to pick up the student, family address, phone number, work information, and doctor information.
2. If needed, parents/guardians may call or send a note in advance to authorize a person who is not on the Student Information Card to pick up their child/ren. Adults should be prepared to present photo identification to the staff upon request.
3. No student will be released without the permission of the parent/guardian. However, when a student is left at RAP after 5:30 p.m., and all attempts have been made to contact parents/guardians and authorized persons, the student may be released into the protective custody of the Police Department.

4. When complying with court-ordered custody and visitation agreements, the RAP staff, as a courtesy, will contact the custodial parents/guardians informing him or her of the student's release to the non-custodial parent/guardian.
5. In the case of a non-custodial parent/guardian with a restraining order on file at the RAP site, the RAP staff will contact the authorities and custodial parent/guardian if the parent/guardian violates the conditions outlined in the restraining order.

500.5 Injuries

1. If a student is seriously injured at RAP, the person in charge will call **911** and request assistance. The parent/guardian will be notified as soon as possible. The Program Supervisor will be notified immediately by RAP staff. Any fees for medical assistance shall be the responsibility of the parents/guardians. Parents/guardians may inquire in the school office about low-cost insurance offered at the beginning of each school year.
2. If a student is taken to a hospital, a teacher or staff member will accompany him/her to provide needed emergency information and will remain until a parent/guardian arrives.

600 DISCIPLINE

600.1 Discipline Policy

The California State Board of Education Rule, Administrative Code, Title 5, Section 300 states that, "**Every pupil shall conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; be respectful to his teacher and others in authority; and refrain entirely from the use of profane and vulgar language.**"

The Glendale Unified School District Administrative Regulations AR5144, Section B Corporal Punishment states that "**Corporal Punishment means the willful infliction of, or willfully causing the infliction of, physical pain on a student. No person employed by the Glendale Unified School District shall inflict, or cause to inflict, corporal punishment upon a student.**"

It is important to establish behavior limits for the student's benefit as well as having a safe and pleasant environment for all students. Students appreciate and need firm limits.

RAP rules are established at each site to ensure that each student's personal rights are upheld at all times. This is done by incorporating school rules and policies on physical aggression, verbal abuse, and inappropriate language.

Most instances of "breaking the rules" are handled at the time in RAP and in a manner appropriate to the age of the student and the situation. Some methods used are:

- Providing positive reinforcement of acceptable behavior.
- Implementing a discussion between the teacher and/or between the students involved.
- Redirecting the student to another more suitable activity.
- Denying the student a privilege or participation in an activity.
- Changing the assigned group temporarily or permanently.

Our goal is that students will learn the skills needed to solve their own problems in an acceptable manner. RAP will not be used to discipline for events that occurred in the school classroom or at home. These will be handled by the classroom teacher, principal, or parents/guardians.

The judgment of the RAP staff, RAP Leader, Head Teacher, and Program Supervisor will be used to determine steps to be taken in the case of repeated infractions that cause excessive RAP Leader attention to one student. After a series of steps and interventions have been attempted, suspension or termination may be considered. In the case of a very serious single event, immediate suspension or termination may be necessary. If it becomes necessary to suspend or terminate a student from RAP, the parent/guardian, RAP Leader, and student (as appropriate) will meet with the Program Supervisor to discuss the decision. A Behavior Improvement Plan will be implemented and reviewed after two (2) weeks for final determination of the student's status in the program.

The Glendale Unified School District Early Education and Extended Learning Programs reserve the right to terminate services at any time.

600.2 GUSD Civility Policy

Glendale Unified School District Administrative Regulations AR1312.5 and Board Policy BP1312.5 Civility Policy.

The Board of Education is committed to maintaining orderly educational and administrative processes in keeping schools and the District sites free from disruptions and preventing unauthorized persons from entering school/district grounds. Members of the district staff will address colleagues, students, parents, and members of the public with respect and expect the same in return.

This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our pupils and staff. In the interest of presenting positive role models to the pupils in this District, the Glendale Unified School District expects civil and positive communications. The District will not tolerate behavior that may appear rude, uncaring, abrupt, or insensitive, nor volatile, hostile, or aggressive actions or loud, obscene, and/or offensive language. The District seeks employee, student, parent, and public cooperation with this endeavor.

Appropriate measures will be taken in accordance with the District Board Policy and Administrative Regulations such as termination and/or suspension from the Early Education and Extended Learning Programs.

Legal Reference:

Education Code Sections 32210, 44014, 44810, 44811

California Penal Code Sections 243.5, 415.5, 626.8, 627.7

700 AGREEMENT

700.1 Admission Agreement

I have received, read, and agree to comply with all requirements in the Policy Handbook for Parents for the Recreational After School Program (RAP) of the Glendale Unified School District Early Education and Extended Learning Programs.

I also understand that the State of California, Department of Education, has the authority to interview students or staff and to inspect and audit child care center records without prior consent. (Section 101200(b), Inspection Authority of the Department)

Date

Parent Signature

Date

GUSD Authorized Agency Representative

Name of **RAP** Site

Student(s) Enrolled in RAP:

Student's Name (Please Print)

Student's Name (Please Print)

Student's Name (Please Print)