



# CITY OF SANTA BARBARA Recreation After-School Program (RAP)

## Parent Handbook

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Santa Barbara, CA 93101

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**E-Mail:** [RAP@SantaBarbaraCA.gov](mailto:RAP@SantaBarbaraCA.gov)

**Web:** <https://www.santabarbaraca.gov/gov/depts/parksrec/recreation/youth/rap.asp>

Please carefully read the Parent Handbook. You are responsible for the information it contains.

## Welcome!

Welcome to the City of Santa Barbara Recreation After-School Program (RAP). The program is offered for 1st thru 6th graders.

Please read this parent handbook. It has been provided to familiarize you with the program and its policies. We look forward to providing your child with a safe, supervised, and fun recreational experience. Our highly trained staff bring energy, enthusiasm, skill, and commitment to making sure your child has fun. All staff have completed a criminal background check, are certified in CPR/First Aid, and are trained in supervising children and leading recreation activities. In addition, staff are trained in the latest COVID-19 procedures and guidelines. As new health orders are released, Administrative staff will continue to train RAP staff and ensure they are aware of the most recent guidelines. Each RAP site has between 1-6 program leaders and one Site Director.

### Office Hours of Operation

Monday – Friday, 9am-4:30pm. We are available by phone Monday-Friday at (805) 564-5495 or email at [RAP@SantaBarbaraCA.gov](mailto:RAP@SantaBarbaraCA.gov). The office and Recreation After-School Program sites will be closed on all holidays and non-school days.

### Recreation After-School Program Overview

The RAP program is recreation-based using State Standardized and SBUSD approved curriculum known as SPARK(Sports, Play and Active Recreation for Kids). The RAP program is provided for children attending school where RAP is offered. The program takes place until 5:30pm and includes homework time, crafts, a small amount of free play and organized games.

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# Welcome to the: Recreation After-School Program

## 2022-2023 Academic Year

### Dear Parents;

Welcome to the Recreation After-School Program. The program is offered for 1<sup>st</sup> thru 6<sup>th</sup> graders.

Please read this parent handbook. It has been provided to familiarize you with the program and its policies. We look forward to providing your child with a safe, supervised, and fun recreational experience.

### Authorized Pick-up/ Emergency Contact

If a parent or guardian wishes to have someone else pick up their child, they need to provide names and contacts of up to 4 people. These names and contact numbers need to be added to the child's PerfectMind account and will be given to the staff. All individuals on the pre-authorized list must be 18 or over to pick up a child and may be required to show photo identification and sign the attendance sheet with full signature. If parents want to add additional contacts to their pre-authorized pick-up list, please login to your PerfectMind account or email [RAP@SantaBarbaraCA.gov](mailto:RAP@SantaBarbaraCA.gov)

### Sample Email:

*Date*

*I, (guardian name), authorize, (name of authorized people to sign out your child from RAP), to sign out my child, (name of child), from the Recreation After-School Program at (Name of RAP location).*

*Sign*

### Child Abuse Policy: Mandated Reporting

Parks and Recreation Department staff is legally required to report known or suspected instances of child abuse of a child under 18 to a child protective services agency, immediately by telephone and in a written report within 36 hours of receiving information concerning the incident.

### Code of Conduct & Participant Conduct

In order to ensure the quality and enjoyment of parks and recreation programs and to promote a safe and positive atmosphere for the programs, all participants, staff, parents and persons involved with the programs (i.e. spectators, coaches, volunteers, etc.) shall abide by the following Code of Conduct, which shall apply to all participants in Parks and Recreation Programs:

**No activities that unreasonably interfere with other participants' use of Parks and Recreation programs and facilities are allowed. These prohibited activities include, but are not limited to the following:**

- Physical abuse or assault
- Verbal abuse
- Fighting or challenging to fight
- Making violent and threatening statements
- Engaging in or soliciting any sexual act
- Damaging or destroying Parks and Recreation property.

**Program rules and regulations shall be observed at all times.**

Please click [HERE](#) to view the entire Parks & Recreation Code Of Conduct.

Our staff utilizes positive reinforcement and a caring atmosphere to encourage good behavior. Staff will promote and model appropriate behavior with clear guidelines and expectations. Inappropriate behavior by a participant will be addressed in a sensitive manner, and the participant will be redirected towards proper behavior. If a behavior becomes so disruptive that it is unacceptable, the participant will be placed on a Behavioral Contract. The goal of this contract is not to remove your child from the program, but to change their behavior. However, if inappropriate behavior continues after the Behavioral Contract is in place, the participant may be asked to leave the program.

### Daily Activity Schedule

Below is an example of a typical day for participants at RAP. Please note: program schedules and activities change day-to-day and vary.

- **2:30pm – 3:00pm:** Check-in and Snack time
- **3:00pm – 4:00pm:** Supervised Outdoor play/Homework time
- **4:00pm – 4:15pm:** Snack and Activity Prep
- **4:15pm – 5:15pm:** Craft activity time
- **5:15pm – 5:30pm:** Participants picked up

### Dress Code and Personal Belongings

Each day, your child should bring these items to RAP:

- Multiple healthy SNACKS and drinks, water is preferred.
- Attire and shoes appropriate to the school rules, daily activities, and weather.
- Homework and supplies for doing homework: pencils, eraser, pencil sharpener, etc.
- A school recommended reading book.

Please label your child's possessions with his/her name. Labeled items have the greatest chance of being retrieved in the event they are lost or misplaced.

Neither the School District nor Parks and Recreation allows students to bring candy, gum, animals, or electronic toys to school. The Parks and Recreation Department is not responsible for loss or damage to personal items. RAP staff is not allowed to hold or keep track of cell phones, jewelry, or other valuables belonging to students.

### Emergency Procedure

City staff is trained and prepared for emergency situations. Staff will utilize the Emergency Medical System (EMS) 911 consistent with their training. During an emergency, staff will make every attempt to contact parents, guardians or listed emergency contacts. If emergency medical attention is required and we cannot reach a parent or guardian, your Permission to Authorize Treatment from the Registration Form will be utilized. This authorization is given pursuant to the provisions of section 6910 of the Family Code of California.

Each RAP site will have an evacuation plan and an alternative emergency location. The evacuation plan and alternative emergency location will be posted at each site. This plan may be implemented during a fire, natural disaster, or other emergency. Staff will contact and follow the direction of emergency personnel during an evacuation. Staff's role will be to protect and support the participants through this difficult time. The RAP staff will contact City Administration, parents and/or designated persons with information on your participant and how to be reunited. You may also contact the Youth Activities Office or the Parks and Recreation Office. The City uses KEYT-TV and local radio to relay information to the public.

## Enrollment Fees

**OPTION 1 – Payment Plan:** A \$120 down payment will be required upfront, and monthly payments of \$120.00 will automatically be charged to your credit/debit card every 1<sup>st</sup> of the month from September 2022 through June 2023.

\*Cancelations/Refunds will result in a \$100 withdrawal fee.

**OPTION 2 – Full Payment:** Pay for the entire 2022-2023 RAP school year: \$1,200. \*Cancelations/Refunds will result in a \$100 withdrawal fee per child.

**Note about registering after the program has started:** If you register for RAP after the program begins the amount will be prorated. Depending on when you register, the down payment may be more than \$120 but the next payment will always fall on the first of the month. Know that the system is accurately charging the prorated amount for the entire program and if your down payment was more, the monthly charges will be less. If you need assistance or have questions please call the Youth Activities office at (805) 564-5495.

## Enrollment Process

Online Registration begins on **Wednesday, May 4, 2022 at 9:00am**. If you are interested in signing your child up for the Recreation After-School Program, you will need to follow the steps below so you can participate in the live registration process on May 4, 2022 at 9:00am:

### STEP 1:

Create your account in PerfectMind if you do not already have one: <https://cityofsantabarbara.perfectmind.com/>

- First, you must create a primary account for yourself. Then please add all children to your account.
- After you've added your child(ren) to your account you will receive an email requesting you fill out the Medical Questionnaire for your child(ren). Please insure this is completed in its entirety. If you check yes to any health or special needs, please check your email for another supplemental document that we request you fill out.
- Emergency contacts must be listed on the account with their complete contact information.
- **Register for RAP** (Spaces are limited and it is first come, first serve)

## Field Trips & Transportation

Field trips to some of Santa Barbara's recreational and educational sites **may** be a part of the program. Some field trips may involve walking to a destination. When participants are transported, vehicles inspected by City Motor Pool and approved by the California Highway Patrol, or public buses, trolleys or other City-approved vehicles will be used. Our drivers possess a Commercial Driver's License with Passenger Endorsement. Staff is never allowed under ANY circumstances to transport participants in their personal vehicles. As required by law, seat belts will be worn at all times by staff and passengers. Participants must be well behaved and follow good passenger etiquette. Students interested in attending field trips that involve an admission fee, such as the Natural History Museum, will be required to bring money.

## First Time Participants

- Review the day's general schedule of activities with them. Help them to understand what to expect.
- Discuss any special concerns you might have regarding your child with the program staff.

## How to Reach Your Child During Program Hours

If you need to relay a message to your child please call Parks and Recreation staff by calling the Carrillo Recreation Center, Youth Activities office at (805) 564-5495. We will contact the staff at your child's RAP site to ensure the message is relayed.

## Illnesses

For the protection of all participants and staff, any participants or staff with an infectious illness or rash, should not attend the program. If staff becomes aware that a participant is sick, the parents or guardians will be called to immediately pick up the participant. It is important that you discuss with the program staff any current health conditions or recent treatments your child has had. If your child is unable to attend the RAP program due to an illness (COVID-19) you must notify the Youth Activities office at 805-564-5495 or [RAP@SantaBarbaraCA.gov](mailto:RAP@SantaBarbaraCA.gov). You may be asked to provide written authorization from your child's physician before your child is cleared to attend or return to the program.

## Inclusion Services

The City of Santa Barbara Parks and Recreation Department is committed to supporting individuals with disabilities in accordance with the ADA in order to provide reasonable services and opportunities to those who may have health or special needs. It is the goal of the inclusion services team to plan for reasonable and appropriate program accommodations for a positive recreational experience. To accomplish this we need and value your input. Therefore, please ensure your camper's **Medical Conditions Questionnaire** and required **Supplemental Medical Inclusion Forms** are completed at least three (3) weeks prior to the program start date. This provides sufficient time for us to plan the best ways to meet your child's needs and make necessary arrangements for any support.

For questions, please call (805) 564-5421 or send an email to [inclusion@SantaBarbaraCA.gov](mailto:inclusion@SantaBarbaraCA.gov).

## Late Pick-Up Policy

RAP ends at 5:30pm. Parents, guardians or authorized adults picking up children late will be charged \$15 for each 15 minutes late beginning at 5:30pm. This fee will be added to your registration account as a past due and you will need to pay this balance before registering for future sessions or camps. If you are late picking up your child after you have made your last payment in the payment plan, your account will be assessed a balance due and an invoice will be sent to your home. More than three (3) late pick-ups per session will be reviewed and may lead to the removal of your child from the program. Two staff must remain for all late pick-ups.

Every attempt will be made to contact all family members listed on the Emergency Contact List, however, if by 6:00pm staff are unable to locate an authorized adult to pick-up your child(ren), Police Dispatch will be notified.

## Medication

State law prevents City staff from administering or assisting in the administration of medication. Administration of medication is the responsibility of the parent or guardian. If the participant can administer the medication without assistance or reminders, they will be allowed to do so. If not, the parent or guardian must make arrangements with program staff to have someone come to the program site to administer the medication.

## Parent Conference Weeks

The School District will provide supervised care on the blacktop from 12:00pm-1:30pm, and then children will transition to RAP from 1:30pm-5:30pm.

## Parking

When picking up and dropping off your child, please be careful. Parking areas may be crowded with participants and others who may not be paying attention to their surroundings.

## Payments and Tax ID

**OPTION 1 – Payment Plan:** A \$120 down payment will be required upfront, and monthly payments of \$120.00 will automatically be charged to your credit/debit card every 1<sup>st</sup> of the month from September 2022 through June 2023.

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The After-School Programs tax ID for claiming After-School Programs care expenses is **95-6000787**. You may also obtain all your program payment receipts by logging in to your account. Please log-in to [CityofSantaBarbara.PerfectMind.com](https://CityofSantaBarbara.PerfectMind.com), then go to *My Profile*, select your name, then *Invoices*.

### Program Hours of Operation

Regular days: **2:30pm-5:30pm**

Minimum days and Conference Weeks: **1:30pm-5:30pm**

### Questions, Feedback or Concerns

Each RAP site will have at least 2 city staff who are available to assist children or parents with any questions or concerns. We ask that if a concern arises you speak with the RAP staff initially. If your concern is not addressed, please call Recreation Coordinator Vincent Savelich at (805) 560-7555 for further assistance. Throughout the school year, parent input is appreciated, acknowledging program strengths as well as offering suggestions for improvement. You may email Vincent Savelich directly at [vsavelich@santabarbaraca.gov](mailto:vsavelich@santabarbaraca.gov).

### Refund Policy

Cancellations and/or withdrawals will result in a \$100 withdrawal fee and any payments already made will be refunded.

### MEDICAL REASON FOR CANCELLATION

If a participant has a medical emergency or becomes ill, please let us know as soon as you can, if this will affect participation in the registered activity. A medical note from a Doctor may be required to provide a refund. If the Youth Activities Supervisor receives a valid medical note, a \$25 processing fee will be deducted from the refund.

### Scholarships

The deadline to apply for Scholarships is **July 31st by 10:00pm**. Notification regarding the scholarship awards will be provided via email by August 15.

All applications must be submitted electronically [HERE](#)

### School Holidays

RAP: **CLOSED**

RAP is closed on all school holidays AND non-students days. **Please refer to the School District Calendar**

### Sign-In & Out Procedures

Participants are responsible for reporting to the designated RAP site. Once the participant has arrived and staff has checked them into the program they must be signed-out by a parent/guardian and/or authorized adult on the authorized pick-up list. No exceptions permitted. If your child has checked into RAP they may not leave to attend other programs without an authorized adult signing them out. This policy has been instituted to keep your children safe. Any



authorized person will be asked for picture ID for the first week of the program, until staff becomes familiar with family members and/or authorized pick-ups.

To have an adult who is not listed on your child's "Authorized Pick-up", the parent and/or guardian of the child in question must provide a written note emailed to [vsavelich@santabarbaraca.gov](mailto:vsavelich@santabarbaraca.gov) or [RAP@santabarbaraca.gov](mailto:RAP@santabarbaraca.gov). See "[Authorized Pick-up/Emergency Contact](#)" section of this document for instructions on submitting a request.

### Student/Staff Ratio

To ensure the quality of the Recreation After-School Program, the student-to-staff ratios are kept at a minimum of 1 to 20.

### Sun Protection

Because a portion of the program will be outside, participants are at risk for sunburn. Please have your child bring sunscreen each day and apply it before participating in outdoor activities. We recommend participants use sunscreen with a SPF of at least 30 that remains in effect after sweating.

### Termination of Services

Services are subject to termination if parents demonstrate a disregard for the policies outlined in this handbook. Such as:

- Delinquent fees
- Frequent late pickups of child(ren)
- Failure to comply with contract agreements for dates of service, etc.
- Continual Behavior Issues/ Aggression towards others

The After-School Programs Manager will provide parents with written notification of the breach of policy. If the parents willfully continue to disregard the policies set forth, they will be given notice of intent to terminate services.

### Welcome to the RAP!

If you have any questions, please don't hesitate to call the **Youth Activities office at (805) 564-5495**. Our office is located at the Carrillo Recreation Center, **100 E. Carrillo St. Santa Barbara, CA 93101**. Our office hours are Monday-Friday from 9:00 am-5:00 pm. Or email us at [RAP@SantaBarbaraCA.gov](mailto:RAP@SantaBarbaraCA.gov).