



City of Tracy
333 Civic Center Plaza
Tracy, CA 95376

PARKS & RECREATION
DEPARTMENT
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Tracy, CA 95376

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Students Adding Fun to Education

S.A.F.E. Program 2019-2020 Parent Handbook & Enrollment Packet

**Sponsored by
City of Tracy Parks & Recreation Department
And Tracy Unified School District**



Introduction: The Parks and Recreation Department operates several recreational programs for school age children and teens. This handbook is designed to give general information about the policies and procedures that are common to all our programs. By signing the agreement at the end, you are stating that you understand and will abide by the policies and procedures detailed in this handbook. For current program information and fees, please refer to the Activity Guide. All participants who enroll in the afterschool program must be enrolled in the Tracy Unified School District. Additionally when enrolling the participants must attend one of the following schools where the Parks & Recreation Department offers the afterschool program.

Program Schedules and Sites:

S.A.F.E.

Williams Middle School

| | |
|------------------------|-----------------|
| Mondays | 1:30pm – 6:00pm |
| Tuesday-Fridays | 2:35pm – 6:00pm |

***Program starts right after school on minimum days*

The site phone is (209) 814-9539 and is available between the hours of 1:30pm to 6:00pm on Mondays and 2:35pm to 6:00pm on Tuesday through Friday. The site phone may be used for emergencies only and to notify staff of any changes. Staff will check phone messages only on days of programming.

Holidays and Closed Days

September 2 – Labor Day
October 21 – Parent/Teacher Conference
November 11 – Veteran’s Day
November 25-29 – Thanksgiving Break
December 23-January 3 – Winter Break
January 20 – Martin Luther King Jr. Day

January 24 – Teach In-service
February 10 – Lincoln’s Birthday
February 17 – President’s Day
March 6 – Teacher In-service
April 10-17 – Spring Break

Registration Procedure: You may register at City Hall at 333 Civic Center Plaza, Monday-Thursday 8am-6pm and every other Friday 8am-5pm. Registration is also accepted online at www.tracyartsandrec.com prior to the start date. All registration paperwork must be completed and turned in to staff before a child may start the program.

Yearly Rate Procedure: There is a \$100 flat rate for resident and \$110 flat rate for non-residents for the school year for attendance. This fee is non-refundable.

Payment Procedure: Payments are due before the start date of the program. If payment has not been received before the first day of the program, your child may not be admitted. Payment will not be accepted at program site – no exceptions. You may bring your registration form and payment to City Hall, 333 Civic Center Plaza, Monday-Thursday 8am-6pm and every other Friday 8am-5pm or online at www.tracyartsandrec.com prior to the start date.

You also have the option of faxing your registration to (209) 831-6218 if paying by credit card or mailing in your registration and payment. If mailing your registration and payment, please remember that if it is not **received before the first day of program** your child will not be allowed to attend until the paperwork has been processed.

Drop Off Procedures: This is a Drop-In program. All participants must sign themselves into the program within 15 minutes of the school dismissal bell (1:45pm on Mondays, 2:50pm Tuesday-Friday). **The City of Tracy is not responsible for the participants in the program until they have signed in during program hours.** Staff will not be available to accept the responsibility for a child prior to the start of program. If the participant fails to sign-in within 15 minutes after the dismissal bell and has been spoken to twice, they may be dis-enrolled from the program. A parent will be notified each time.

Pick Up Procedures: As a drop-in program, all participants are free to leave and sign themselves out. Once a participant has left the program they must leave for their destination and leave the campus area and the program. Participants will not be allowed to come and go. Parents may pick up their child or designate other approved individuals to do that as long as they are 18 or older or an older sibling of the child. Parents must have all persons authorized to pick up their child(ren) listed on their emergency form. A child will only be released to the parent or approved individual upon sign-out and identification check. To authorize an individual to pick up your child, you must add them on your emergency release form.

Late Pick Up Policy: If a child has not been picked up or left the program by 6:00pm parents will be issued a late pick-up warning and the Tracy Police Department may be notified that a child has been left at site. If a parent receives a third late pick-up during a school year, the parent must meet with the program coordinator to discuss other options or solutions before the child can attend the program again. The child may be dis-enrolled from the program.

Contracted Parent/Guardian: The parent/guardian who fills out the enrollment agreement and signs the Parent Handbook form is considered the contracted parent/guardian. This means that we will come to that parent/guardian concerning discipline issues, program paperwork and all financial responsibility. If both parents want to share the responsibility, both must sign the enrollment agreement.

Any parent has the right to pick up their child unless there is a court order or a restraining order that states otherwise. Court orders must be turned in to the Parks and Recreation Department Office in order to be honored. The Program Supervisor will ensure that site staff is aware of the requirements and that they have the form on file. It is the responsibility of the contracted parent/guardian to update and keep current the emergency form.

In light of recent incidents that have taken place at schools around the country, the City of Tracy is updating communication methods with parents in emergency situations. Please fill out the ***Lockdown Communication*** section so that we may update you in case of a lockdown situation at your child's site. Our current software currently only allows for two email addresses and one cell phone number to be assigned to receive alerts. By adding your cell phone number, you are agreeing to receive text message alerts for emergencies only. Standard text messaging rates may apply.

Emergency Contact: Your emergency form must have the names, addresses and phone numbers of **LOCAL** people you wish us to contact when we cannot reach the parent/guardian in an emergency. They are the only people we will release your child to. The form is not considered complete without at least one **LOCAL** person and their phone numbers.

Refund/Credit Policy: No refund or credit will be given for any part of the year once the program has begun. No credit will be given if your child is absent.

Behavioral Expectations: It is the policy of all programs that participants, parents and staff be treated with respect at all times. We ask that parents refrain from striking or yelling at their children in the program or on program grounds.

Parents/guardians are reminded that staff should be treated with respect. At times of volatile situations, all parties should take a time out and re-address the issue at a calmer time. We are all examples for our children.

Staff will adhere to the following discipline guidelines:

1. Hitting, kicking, spitting, swearing, and/or an aggressive uncooperative attitude will result in "quiet time". An incident report will be filed and parents notified about the problem.
2. Minor discipline issues may be handled by staff and logged in a behavior log.
3. A written warning will be given to parent after the child's first incident. A Second Incident Report will result in a second written warning and a call will be made to parents to discuss the behavior. A third incident report will result in a one-day suspension.
4. Any violent act toward any other child or staff will result in immediate suspension and/or termination of services. No refund for unused time will be issued.
5. The subsequent incident report will result in a meeting with the parent/guardian to discuss continuation of services.
6. A meeting can be called with a parent/guardian regarding child at any time.

Discipline at the program is used as a learning opportunity rather than a punitive experience. We encourage children to respect themselves, each other and property while participating in our program. Please speak with your children regarding any incidents they may have. If you have a concern about another child, please discuss the situation with the site supervisor or the program coordinator.

Medication: The staff members at each site are not authorized to administer medication of any kind to any child. If your child requires medication to be taken, please make arrangements for your child to go to the school office at a designated time.

Medical Conditions: Please notify the staff immediately regarding any medical problems or concerns they need to be aware of in order to help your child. Please instruct them as needed, keeping in mind they may not administer any medication.

Use of Photographs: Unless otherwise notified, the City of Tracy Parks and Community Services Department reserves the right to utilize photos, video and/or quotes of program participants for the specific purpose of promoting our programs and facilities.

If you do not wish your child to appear in any department promotions, please contact the Parks and Recreation Office immediately at (209) 831-6202.

Contact Parks and Recreation Department: If you have any questions regarding the S.A.F.E. program, contact the Recreation Division at (209) 831-6202.

**CITY OF TRACY PARKS AND RECREATION DEPARTMENT
S.A.F.E. PROGRAM 2019-2020
EMERGENCY INFORMATION**

****Participant must be enrolled in TUSD.***

Identification and Emergency Information

| | | |
|--------------------------------------|--------------------------------------|------------------------------------|
| Child's Name | | Home Phone |
| Child's Home Address | | Child's Date of Birth |
| Name of Person Responsible for Child | Phone Number (include area code) | Alternate Phone |
| Parent/Guardian Name (Please Circle) | Parent/Guardian Daytime Phone number | Alternate Phone |
| Parent/Guardian Employer | Parent/Guardian Employer Address | Parent/Guardian Business Telephone |
| Parent/Guardian Name (Please Circle) | Parent/Guardian Daytime Phone Number | Alternate Phone |
| Parent/Guardian Employer | Parent/Guardian Employer Address | Parent/Guardian Business Telephone |

List emergency contacts and other persons authorized to take your child from the program. Your child will NOT be allowed to leave with any other person without written authorization from the parent or guardian. All persons listed must be at least 18 years of age.

EMERGENCY CONTACTS

| Name | Address | Daytime Phone | Relationship |
|------|---------|---------------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

LOCKDOWN COMMUNICATION

Parent/Guardian Name _____

Parent/Guardian Email _____

Additional Email _____

Parent/Guardian Cell Phone Number _____

Cell Phone Provider _____

List any medical or special conditions about your child that we should know (i.e., allergies):

| |
|--|
| |
| |
| |
| |

Medical Insurance Name: _____

Medical Insurance Account Number: _____

Medi-Cal Number: _____ Date of Last Tetanus Shot: _____

Physician to be called in case of emergency:

| | |
|---------|--------------|
| Name | Phone Number |
| Address | |

If physician cannot be reached, what action should we take (check one)?

- Call emergency hospital
- Other (explain recommended action): _____

Dentist to be called in case of an emergency:

| | |
|---------|--------------|
| Name | Phone Number |
| Address | |

City of Tracy personnel are authorized to use their discretion to secure the necessary emergency services for my child at my expenses. This includes emergency medical treatment, paramedic services and ambulance service.

I hereby agree to indemnify and hold harmless the City of Tracy, its officers and employees, and any community organization co-sponsoring the program, from and against any and all liability for any injury which may be suffered by me or my child, arising out of in any way connected with participation in the S.A.F.E After School Program. I recognize and understand there may be risks or injury to myself or my child as a participant in this program and I agree to accept those risks in registering myself or my child as a participant. My signature below indicates that I am aware of and understand how this program will be conducted.

CONTRACTED PARENT/GUARDIAN:

Signature: _____ Date Signed: _____

Signature: _____ Date Signed: _____

2019-2020 Teen After School Program

Policy Sign off

Child's Name: _____ **Site:** Williams Middle School

I, _____, have read and understand the policies set forth by the City of Tracy Parks and Recreation Department. I also understand that failure to adhere to these policies may result in the termination of services, and no refund will be given. **Please initial next to each statement below.**

_____ I understand that payments must be made before the session start date and that my child will not be admitted on the first day if payment has not been made.

_____ I understand that phone payments are not accepted.

_____ I understand that my child must be signed in/out by themselves or an adult (18 years or older). There are no exceptions to this policy.

_____ I understand that as a drop-in program, my child may enter and leave the program on his/her own accord. I understand that I must direct my child to stay or leave the program site.

_____ I understand that my child must be picked up by the end of the program hours or Tracy Police Department will be notified. After 3 late pick-ups, my child may be dis-enrolled.

_____ I understand that my child must sign into the program within 15 minutes of the school dismissal bell. (1:45pm on Mondays, 2:50pm Tuesday-Friday)

_____ I understand that if my child receives 3 behavioral warnings, they may be dis-enrolled from the program.

_____ I understand that staff members may not administer medication of any kind to the students.

_____ I understand the *Lockdown Communication* information provided.

_____ I understand that unless I state otherwise, any photo, video and/or quotes of my child may be used for department promotion.

Parent Signature

Date

Program Coordinator

Date

Please Note: The policies outlined in the handbook are an attempt to cover situations that would normally be expected to arise on any given day. We cannot anticipate every situation that will occur, nor can we anticipate all questions you may have regarding a particular policy. Management reserves the right to amend these policies as necessary.

Recreation Supervisor's Initial _____
(Internal Use Only)

S.A.F.E. Program 2019-2020
Supplemental Questionnaire

In order for the site staff to provide the safest environment for your child, please place a check mark next to any statement below if the statement pertains to your child.

Child's Name: _____

_____ My child will always be **picked up** by a parent and/or approved adult listed on the emergency contact form.

_____ My child has my permission to walk home.

_____ My child **CAN NOT** walk home under any circumstances.

_____ My child will be attending site daily. If my child is absent, please have staff call me to ensure that my child was absent from school or verify with the school office.

_____ My child will be participating in extracurricular activities this school year and once activities have been selected, I will notify program staff.

Please Note: If at any time the information above is no longer valid or a special day exception needs to be made please contact the site phone at (209) 814-9539 or the Parks and Recreation Office at (209) 831-6202.

Parent/Guardian Signature _____ Date _____

Recreation Coordinator's Initial _____
(Internal Use Only)

Recreation Supervisor's Initials _____
(Internal Use Only)