

R.A.P.

Recreation After-School Program

Parent Handbook



Tahoe City PUD Parks and Recreation
401 West Lake Blvd., Tahoe City, CA 96145
530-583-3440

Program Overview

Welcome to the Tahoe City Public Utility District Parks and Recreation After School Program (R.A.P). R.A.P. is located at portable classroom #24 at Tahoe Lake Elementary School, 375 Grove St, Tahoe City, CA 96145. Program hours for R.A.P. are from school dismissal until 5:30pm on regularly scheduled school days. The program will follow the TTUSD School Schedule and will begin early on minimum days.

Program Goals

R.A.P. is an inclusive after-school program that is based on the following components: Recreation, Leadership and Teamwork, Arts, Academics and Fun. Keeping these components in mind, we build a positive program that allows our participants to grow both mentally and physically. We strive to provide a safe and enriching environment for our participants to be nurtured and mentored. Our staff are dedicated to supplying quality and enriching programming for all participants.

Program Schedule

The staff strives to maintain a consistent schedule with a variety of activities to choose from including arts & crafts, sports, active and passive games, and academic time. A sample program schedule is as follows:

2:15-3:00- Check In, review daily activity schedule, recess

3:00- Snack

3:15-4:00- Scheduled Activities: These are structured activities with focus on Recreation and Sports, Games, Education, Community and Character and the Arts. Activities will vary daily and depend upon R.A.P staffing.

4:00-5:00- Academic Time: Dedicated time for homework, reading, or educational skill building. R.A.P staff will support and encourage children during this self-guided time.

5:00-5:30- Clean Up and Pick Up.

Program Calendar

R.A.P. follows the TTUSD School Calendar and will be closed on designated holidays and will open at 12pm for early release days.

Snack

A small afternoon snack is provided daily at 3:00pm. Please let us know if your child has any food allergies so we can arrange appropriate accommodation. Parents are encouraged to pack additional snacks as needed for their child's preferences.

Sign-In and Sign-Out Policy

Parents/ guardians may pick up at any time during R.A.P. Each day R.A.P. staff will sign in for each child as they arrive on a printed, daily attendance sheet. **Parents/ guardians must sign out their child during pick up.** When picking up your child at the end of each day, please sign out on the same attendance sheet including time of pick up. Children may be in various locations depending upon the time of pick-up. R.A.P staff will be available to help locate your child and their belongings.

Please inform us if individuals other than yourself may be picking up your child. Emails can be sent to recreation@tcpud.org or please give us a call at 530-583-3440.

- **CALLING TO CHECK OUT**

- For safety reasons, TCPUD asks that all checking out be done in-person. Occasionally and with prior notice, parents may call to pick up.
- Parents/guardians or approved adults must speak with RAP staff members before their child can be dismissed to walk to the parking lot to pick up or walk home. Please call, do not text, for pick up to ensure proper communication with RAP staff.
- Parents/guardians must be **ON SITE** before calling to pick up. R.A.P staff may not be available to walk children down to the parking lot.

Walk Home Policy

A Walk Home form must be completed for your child to leave R.A.P. without adult sign out. This form grants permission to leave school without adult supervision. Students may walk home only when a permission form is signed, dated by a parent or guardian, and is on file at the school. If we do not have this form, your child will not be released without authorized adult supervision. Forms are available at R.A.P. or upon request by emailing recreation@tcpud.org.

Snow Day

R.A.P. follows the TTUSD Snow Day policy and will be closed if school is closed. In the event of deteriorating weather, parents may be contacted for early pick up to ensure safety for all.

Personal Belongings

Outside play is a big part of R.A.P. Please send your child appropriate clothing including snow gear (snow pants, jacket, beanie, gloves, and snow boots) whenever there is snow on the ground! Children are responsible for their personal belongings. Staff will not be held accountable for lost articles. Children are asked to bring a backpack for supplies. **Please leave personal toys, cards, and sports equipment at home.** R.A.P. kids may be allowed to bring items for specific activity programs and will specify when that is.

Cell Phone Policy: Cell phones and electronics are not encouraged during R.A.P. R.A.P. members are asked to keep cell phones and other electronic devices stored in their backpacks or kept at home. If you need to speak your child during R.A.P., please contact our staff at 530-582-2707 (R.A.P. Room), call the Recreation Office at 530-583-3440 ext.2 or email recreation@tcpud.org. Parents are encouraged to make all after-school arrangements prior to coming to R.A.P to ensure a clear and consistent schedule for participants

Illness and Injury

If a child's health is questionable to the staff or the child tells us he/she is not feeling well, parents will be asked to pick up the child immediately. Parents are expected to pick up the sick child within 45 minutes. If a child does not attend school on a regularly scheduled school day due to illness, he/she cannot attend R.A.P. If an accident occurs during the program, staff will notify a parent/guardian as soon as possible. Please keep phone numbers and emergency contacts' current. If staff decide a child needs immediate medical attention, professional medical personnel may be called to transport the child to the hospital.

Behavior Policy

Discipline at R.A.P. is used as a *learning opportunity* rather than a *punitive experience*. Staff encourage children to respect themselves, each other, staff, and property. Program rules and expectations are regularly reviewed and posted in each R.A.P. space. When children violate program rules, discussion with the child will occur using independent and supportive problem solving and emotional regulation techniques. If continued violation occurs, a written report will be filed, and parents will be notified of behavior problems. Staff will not discuss disciplinary issues regarding other children in the program. Reoccurring behavior problems may lead to suspension and/or expulsion from the program. In the event of a physical fight, parents of the children involved will be called and expected to pick up their child immediately.

Termination Policy

Participants may be expelled from the program for the following reasons:

1. The child's behavior is having an adverse effect on other children.
2. Discipline or behavior problems require excessive staff time or added staff.
3. Continual late pick up.

No refunds for suspensions or expulsions.

For questions or concerns, please contact:

Paloma Gonzales, Recreation Supervisor

pgonzales@tcpud.org

Office: 530-584-2594

Cell: 530-448-7002

Cory Fisher, Recreation Supervisor

cfisher@tcpud.org

Office: 530-583-3440.ext 7

Cell: 530-448-7001