

Name of Child: _____

Site: _____



City of Lodi Parks, Recreation and Cultural Services

230 W. Elm St., Lodi CA 95240

Office: (209) 333-6742 Rec. Manager: (209) 333-6800 X 2452 Fax: (209) 333-0162 ASP Voice Mail: (209) 333-6800 X 2452

2019-20 AFTER SCHOOL PLAYGROUND ENROLLMENT AGREEMENT

INITIAL	<u>SUMMARY OF PROGRAM</u>
	If the 5 th , 10 th , or 15 th of the month lands on a Friday we are closed, weekend or Holiday, you will have until Monday at 5:30pm to pay ASP, otherwise YOU ARE LATE and Late Fees will be applied on Tuesday.
	\$270 (\$13 per day) program fee per month per child and is required at the time of registration.
	\$50 one time registration fee per child is required at the time of registration.
	\$15 late fees will be applied to your account on the 6 th of the month and on the 11 th of the month if not paid by specified dates above, for a total of \$30.00 .
	Your child will be dropped from ASP on the 16 th if your account is not paid by the 15 th of the month.
	Postmarks will not be used to verify receipt of payment.
	\$60 re-enrollment fee will be charged if you drop from the program and would like your child back in ASP. This is a per child fee
	\$120 fee will be charged per child for cancelling or terminating ASP services without written notification by the 25 th of the prior month.
	\$35 returned check fee, (City of Lodi return check fee)
	\$2 late fee per minute will be charged after if your child is not picked up by 6:00 pm
	\$5 will be charged per item for copy of payments, enrollment agreements, receipts, statements, sign in and out sheets or a letter for tax purposes.
	If your account is suspended, you cannot enroll in any programs with the City of Lodi.
	If child is not picked up by 6:30 pm, Lodi Police Department will be called and transported to Mary Graham Hall.
	Parents with court ordered custody documents; we will need 2 copies with current dates.
	If the child/ren is picked up late from ASP program on their designated day/s; it will be the responsibility of that parent to pay all late pick up fees incurred.
	If there is a miscommunication between parents or family members on pickups, payments, or drop notifications, the enrolling parent will be responsible to pay the fees that will be incurred.
	We are mandated reporters and we will report suspicious marks, suspected abuse, and child reported abuse.
	Cancellations or drops must be done in writing to the Recreation Manager, Rachel Sandoval or ASP Clerk, Shawnie Tate, not to any ASP site or staff. Verbal notification or messages are not valid.
	Delinquent accounts will be turned over to a collection agency.
	Unattended paid ASP month/s will not roll over to the next month for payment
	The fees for the ASP program are based on 180 days of school.
	You are only paying for 180 days of program , not by calendar months.
	Delinquent accounts: payments received are applied to the oldest charges first.
	Expired custodial documents will not be honored and the authorities will be called to assess the situation.
	Please provide us with a copy of your court papers to send to the ASP your child is attending.
	Enrolling Parent has control of who picks up the child unless there is a CURRENT(less than 6 mos) COURT ORDER. If a parent is not on the emergency information sheet, they will not be allowed to take their child. Police will be called if the parent not on the emergency sheet decides to take the child from the program.
	FOR DETAILED INFORMATION ON THE ABOVE ITEMS, PLEASE READ YOUR CONTRACT

Name of Child: _____

Site: _____

The City of Lodi Parks and Recreation Department offers an After School Playground "**ASP**" program, for children currently enrolled in kindergarten through sixth grade at Larson, Lakewood, Reese, and Vinewood elementary schools that runs concurrent with the school calendar, including common planning, assessment collaboration days and school-wide minimum days and parent/teacher conferences.

ASP is Monday through Friday and begins at 2:00 p.m. and ends promptly at 6:00 p.m. and during early dismissal days 12:15 to 6:00 pm times may vary at each school. ASP is closed during school district holidays and school breaks.

Parents pay for 180 days of program not calendar days or months. Parents do not get charged for the school breaks. We do offer Safari Camp for the school breaks. During ASP your child will be provided with adult supervision, a daily snack, a safe environment, age appropriate activities, and a variety of sports. Children are not allowed to use cell phones during program time.

We **do not** provide transportation. Staff to participant ratio is 1:20. We are not a one-on-one program. If your child has special requirements, please advise the Recreation Manager so we can determine if ASP can meet your child's special needs.

Children will be given an opportunity to use good judgment skills, make choices and decisions, time for homework, a chance to redirect themselves from unwanted behavior, and participate in organized sports, games, and arts and craft activities. The children will also view a variety of "G", "PG", and "PG-13" movies.

Staff will remain with the children until a parent/guardian picks them up. A picture ID will be required of all persons signing your child out of ASP. People authorized to pick up children from the program must be on the Emergency Sheet. If any Parent/Legal Guardian named on the ASP Emergency Information Form does not have a photo ID with them upon arrival for child pick up, **they will be turned away.**

The enrolling parent has control of who picks up their child. If they do not put the other parent on the emergency form, the parent not on the form will not be allowed to take the child from the ASP program. If the parent who is not on the form decides to take the child from our program, the police and the enrolling parent will be called.

Please have all court papers if any in order with current dates (must be less than 6 months old or within the same year). We will only be following the enrolling parent's written consent of who is able to pick up their child.

If you send someone that is not on the Emergency Sheet, it is your responsibility to call our office, Recreation Manager, or the site itself to inform us that a new person will be sent. We then will send you a Change of Information sheet to add the new person for future pick ups. **If a Parent/Legal Guardian without identification or an unauthorized person attempts to remove or physically removes a child from ASP, the Lodi Police Department will be contacted and appropriate criminal charges filed.**

Sign in/out sheets are located in a binder at each site. An ASP staff person signs your child in when they arrive. It is the child's responsibility to get to ASP.

Copies of sign out sheets will not be given out to parents unless subpoenaed by their attorney to our City Attorney, Janice Magdich. Parents may contact the City Clerk's office to request a **Free of Information Act form** to request ASP documents.

A designated adult (or designated sibling, **age16+**) must sign your child out each day from ASP. If your child is walking or riding his or her bike home, a **Sign-Out Form** is required giving site staff permission to sign your child out. If a child is picked up by a person who appears to be intoxicated or otherwise impaired (e.g. drugs, mental condition), the child will not be released to the person by site staff and the Lodi Police will be contacted to evaluate the situation. The safety of your child is paramount. We **do not** leave children alone even if it is parent requested. In the event your child needs to be picked-up by an adult other than those you have designated on your child's emergency form, an authorization notice signed by the parent/guardian who has signed the child's emergency form is required to be delivered to one of the following Parks and Recreation staff members: Program Supervisor, Program Coordinator, or Administrative Clerk. For an emergency pick up, please call Recreation Manager at (209) 333-6800 x 2452.

For your child to assist in a teacher's classroom and leave supervision of the ASP staff, the teacher must be authorized to pick-up your child and sign them out of ASP. Staff will sign your child into ASP when the child returns from the teacher's classroom.

LATE PICK-UP: In all instances of children remaining at Program sites after 6:30 p.m., the Lodi Police Department will be contacted. The child/children will be transported by the Police to the Lodi Police Department. In the event you arrive at the Program site after 6:30 p.m. and your child is not present, you will need to contact the Lodi Police Department. The non-emergency number of the Lodi Police Department is (209) 333-6727.

Name of Child: _____

Site: _____

BEHAVIOR AND DISCIPLINE: ASP will follow the disciplinary guidelines of the school site. For behavior problems, a report will be filed with the Recreation Manager and the parent/guardian will be notified immediately. Continuing behavioral problems may result in the suspension of a child and/or termination from ASP at the sole discretion of the Recreation Manager. Any child who has been suspended from school is automatically suspended from ASP.

ILLNESS: Please report any contagious disease or condition to the Recreation Supervisor when you become aware of the problem. If your child becomes sick at ASP, site staff will contact someone from the emergency list to pick up the child. You or your designated contact(s) are expected to pick-up your child within a half hour of notification. ASP staff reserves the right to conduct random checks for head lice. If your child is found to have head lice, you will be called to pick up your child. Child must be lice and nit-free to return to ASP.

ASP PAYMENTS AND FEES

PAYMENTS: All checks are to be made payable to Lodi Parks and Recreation Dept. Checks may be mailed or dropped off at the Parks, Recreation and Cultural Services office, 230 W. Elm St. include the name of your child and school of attendance written on the check. The Parks and Recreation office is closed every other Friday; If payments are not made by the following Monday after the Friday closure, your payment will be considered late and the \$15 late fee will be applied. *No Exceptions.* **Payments are not accepted at ASP sites. If you mail your payment,** please mail it 7 days prior to the due date. **Postmarks are not checked.** You may also contact the Parks and Recreation office to pay your fees over the phone with a valid credit/debit card (VISA OR MASTERCARD ONLY).

Site staff will not accept payments, billing, change notifications, or drop notifications. Parents must call, email or mail written notification to the Lodi Parks, Recreation and Cultural Services office before the 25th of the month to drop child/ren without a fee. Payment arrangements will not be made for monthly payments and/or late fees. Late fees are incurred when the full balance of the month is not paid before 5:30 pm on the due date. All late payment fees are applied first before the monthly payment is made. **(PLEASE SEE LATE FEES FOR MORE INFORMATION)**

\$50 ANNUAL REGISTRATION FEE PER CHILD: A non-refundable annual registration fee per child will be due upon initial enrollment into any ASP programs. Please allow (1) business day for processing your enrollment packet.

\$270 MONTHLY PROGRAM FEE PER CHILD: Program fees are due and payable by the 1st month of attendance. Monthly rates will not be prorated for absences, holidays or school breaks. There are no multi-child discounts. The monthly fees are based on 180 school days. There are no additional charges or fees for school early dismissal days.

\$15 LATE FEES: Payments not received and entered by 5:30 pm on the 5th of each month are late and **\$275** is due. Payments not received and entered by 5:30 pm on the 10th of each attendance month are late and **\$290** is due. If your monthly payment and late fees have not been received and entered by 5:30 pm on the 15th of the attendance month, your child will be dropped from ASP on the 16th day of the month. If your child is dropped from ASP, he or she will not be able to attend ASP or enroll in any programs or activities through Parks and Recreation or Hutchins Street Square until the outstanding balance is paid in full; this rule also applies to all family members who will be placed on suspension. If you mail your payment and it arrives after the due date, you will be responsible for all late fees.

If the due date falls on a Weekend, Holiday, or a Friday the office is closed, then payment MUST be received by the following Monday by 5:30 pm. If you mail your payment and it arrives late to our office or if you drop payment in the door slot after business hours, you are still responsible to pay the late fees that are incurred because your payment was not made within the timeframe listed above.

BLENDED FAMILIES: Families who live in the same household will automatically be linked together in our system. Any person can make a payment for ASP but financial responsibility will only apply to the biological parent or guardian who enrolled the child. If the child is dropped from the program for non-payment, all persons linked under the account will be placed on suspension until the outstanding balance is paid.

This means that no person in the blended family can enroll into any programs or classes.

(If you need additional clarification, please contact the Recreation Manager Rachel at (209) 333-6800 X 2452 or Shawnie at Lodi Parks, Recreation and Cultural Services, 230 W. Elm St. or call (209) 333-6742.

\$60 RE-ENROLLMENT FEE: If your child has been dropped from ASP for non-payment and you wish to continue after school services, you will be charged \$60 plus monthly and late fees incurred. The re-enrollment fee is per child.

Name of Child: _____

Site: _____

\$120 CANCELLATION/TERMINATION FEE: You must notify the Parks, Recreation and Cultural Services office with written notification (i.e. letter, e-mail, or drop notice form) if you want to cancel ASP. You must do this before the 25th of the previous month to avoid any fees. This is a per child fee. If you provide an email or written notification to drop your child **before** the 25th of the previous month, the cancellation fee will not be charged. If you provide an email or written notification to drop your child **between** the 25th of the previous month and the 1st of the following month of your planned cancellation, then you will be charged a **\$120** per child cancellation fee. If notified **after** the 1st of the month, you will be responsible to pay for the full month and any applicable late fees if written notification was not provided. **There will be no exceptions allowed.**

DROPPING FROM ASP: DO NOT NOTIFY THE SCHOOL OFFICE OR SITE STAFF. There are three ways to drop your child from the ASP: 1) Come into the Parks, Recreation and Cultural Services office at 230 W. Elm St. and fill out a Drop Notice. 2) Mail in or drop off written notification that your child will no longer be attending ASP. Please include child's name, site and date of effective termination, along with parents' name, date, current address and phone number. 3) E-mail the Recreation Manager or Administrative Clerk with the information above in option 2.

Recreation Manager is Rachel Sandoval (rsandoval@lodi.gov). Administrative Clerk is Shahanna Tate (state@lodi.gov)

***It is your responsibility to notify the Parks, Recreation and Cultural Services of any changes (i.e. address, phone number or terminations).**

ABSENCES: Days missed from ASP will not be deducted from your monthly fee. No refunds, credits, or prepaid payments will be rolled over into other months or will be refunded for ASP terminations. There will be no exceptions allowed. If you know that your child will not be attending ASP for a complete month or more, you are required to provide written notification no later than the 25th of the month. If you do not provide written notification, you will continue to be billed.

AFTER HOUR PICK-UP FEE: Late pick-up will be billed **\$2 per each minute**, per child, remaining on site after 6:00 p.m. If parent is habitually late, your child may be dropped from ASP and this Agreement terminated with all applicable fees remaining due.

DELINQUENT ACCOUNTS: Payments received are applied to the oldest charges first. Accounts with any fees (program, late, or after hours) 60 or more days delinquent, will be sent to a collection agency and ASP services for your child will be terminated. Referral to a collection agency may severely affect your credit. You will not be permitted to enroll into any other Parks, Recreation and Cultural Services program, activity, or class until the delinquent account is paid in full. All members of the family will have a suspension on their account as well.

\$35 RETURNED CHECK FEE: In the event of a returned check, your account will be placed on a cash-only basis. Your child will not be able to attend ASP until the account has been cleared and all applicable fees are paid.

DAMAGES: Parents/Legal Guardians will be financially responsible for any and all damages and/or vandalism to the school, other children's personal property, or the property of ASP caused by their child.

REQUEST FOR DUPLICATE RECEIPTS: A **\$5 fee** will be charged for requested items, such as copies of payments, enrollment agreements, receipts, statements, sign in and out sheets or a letter for tax purposes. **(PLEASE SAVE YOUR RECEIPTS OF PAYMENTS)**. All requests must be submitted in writing and you must allow at least 1 week for processing. Requests will be processed in the order received. If you have an online account, you will be able to log on and print all receipts and transactions. Copies of sign in and out sheets will be provided with a subpoena from your attorney directed to the City of Lodi Attorney as follows: **Janice Magdich, City Attorney, City of Lodi, 221 W. Pine St., Lodi, CA 95240.**

ASP PUNCH PASSES: 5-day = \$110 (\$22 per day), 10-day = \$165 (\$16.50), 15-day = \$220 (\$14.67 per day) and 25-day = \$330 (\$13.20 per day), **Registration fee: \$50 per pass**

This program was structured for emergency care that might be needed through the year. ASP punch passes may be rolled over, but the registration fee must be paid for the new school year per each pass being rolled over. Passes do end December 31st of the same year. Pass is kept at the sites. There will be no credit issued for unused passes or months. Passes may be shared but the registration fee must be paid for each child sharing the pass. Punch passes are only good for the school year and only for ASP not Camp. At the time of registration, please notify Parks, Recreation and Cultural Services staff if the pass will be shared. Thank you.

Name of Child: _____

Site: _____

ISSUES REGARDING CUSTODY IN THE EVENT OF SEPARATION OR DIVORCE

The Parent/Legal Guardian signing this Agreement is the party Parks, Recreation and Cultural Services staff, as well as ASP staff, will contact regarding the enrolled child and is the party responsible for the financial obligations set forth herein. In cases of separation or divorce, please discuss any special circumstances with the Recreation Manager. If any ASP documents are needed for court cases, your attorney will need to subpoena the documents from our City Attorney who in turn will request the documents from the Parks, Recreation and Cultural Services Department. An additional enrollment packet may be required for the non-signing parent.

If you have issues concerning custody of an enrolled child and need ASP support we will need the following **CURRENT** official legal documents: Two (2) certified copies of court visitation order(s), restraining order(s), and proof of custody (one copy will be on file at the ASP site and the other with the Parks, Recreation and Cultural Services office). The court order(s) must state that the named parent or guardian who is prohibited from picking up and taking the child from the ASP site. The court order(s) must state that the named parent is prohibited from having contact with the enrolled child/children. **Expired dated court orders** will not be honored and the Police will be called to assess the situation for possible release.

The named Parent(s)/Legal Guardian(s) signing this enrollment agreement is/are presumed to have every legal right to pick up their child from the ASP site. Provided the signing party provides proper identification, they will not be stopped by ASP staff from removing the child unless we have a certified court order on file at the ASP site and Parks, Recreation and Cultural Services office. As a courtesy to the custodial parent, we will notify you if a court barred parent has attempted to pick your child up from the ASP site.

The enrolling parent has control of who picks up their child. If they do not put the other parent on the emergency form, the parent not on the form will not be allowed to take the child from the ASP program. If the parent who is not on the form decides to take the child from our program, the police and the enrolling parent will be called. Please have all court papers if any in order with current dates (must be less than 6 months old or within the same year). We will only following the enrolling parent's written consent who is to pick up their child.

If you send someone that is not on the Emergency Sheet, it is your responsibility to call our office, Recreation Manager, or the site itself to inform us that a new person will be sent. We then will send you a Change of Information sheet to add the new person for future pick-ups. **If a Parent/Legal Guardian without identification or an unauthorized person attempts to remove or physically removes a child from ASP, the Lodi Police Department will be contacted and appropriate criminal charges filed.**

Parents please make sure you provide us with a copy of custody or visitation papers. **Expired custodial** documents will not be honored and the authorities will be called to assess the situation for possible release.

The Parent/Legal Guardian who signs this Enrollment Agreement is the parent/guardian that Parks, Recreation and Cultural Services will contact for necessary paperwork and financial responsibility. If parents have joint custody of the enrolled child, then the financial responsibility must be settled between the parents before enrolling the child into ASP.

The Parent/Legal Guardian who signs the Child's Emergency Form(s) is the only person who may make changes or additions to that Form. A "Change of Information" form must be used. **The non-signing parent cannot make changes to the ASP agreement.** The Change of Information form must be brought into the Park, Recreation and Cultural Services office in order to make the changes to the original forms. This information includes home address, phone number(s), and/or adding/dropping names for emergency and pick up.

GROUND FOR TERMINATION

This Agreement may be terminated for any of the following grounds:

- Failure of the Parent/Legal Guardian of the enrolled child to honor the obligations listed in this Agreement or abides by the rules, regulations or manuals promulgated or provided by the City of Lodi Parks, Recreation and Cultural Services staff.
- Non-Payment and/or Returned Checks (Checks returned for insufficient funds) or failure of the child's
- Parent/Legal Guardian to pay all fees incurred for the ASP Program.
- The Recreation Manager, Coordinator or Site staff determines that it is not in the best interest of ASP or the other children enrolled to have the child in attendance.
- Parent/Legal Guardian of the child fails to cooperate, lack respect for Site staff, Coordinator, and other children.

Name of Child: _____

Site: _____

- Abusive language from children, Site staff or Parents/Legal Guardians is not allowed.
- If a Parent/Legal Guardian threatens children, ASP Staff, or parents at an ASP site.
- If your child displays violent, aggressive, yelling, uncooperative attitude, or hitting other children or staff of ASP.
- If child breaks their behavior contract agreement.
- If parent displays aggressive, violent behavior, verbal badgering or abusive to ASP staff or other children in the program.
- If your child attempts to leave the school grounds, runs out of the ASP facility, or hides from ASP staff.
- Any child caught stealing from school, ASP, or from another child. Parents/Legal Guardians will be held responsible for restitution.
- Vandalism to staff, school, or other children's property and refusal to pay for all costs to replace, repair, or reimburse injured party
- Continuing behavioral problems may result in termination of your child from ASP.
- Habitually late parents (3 times) will be subject to review and possible termination.
- Termination of an enrolled child from ASP is the sole discretion of the Recreation Manager.

ACKNOWLEDGEMENT AND SIGNATURE

I, the undersigned, agree to cooperate with the general policies of the After School Program, to perform the obligations of parent/guardian set forth in this Agreement, and to abide by the rules, regulations, and manuals promulgated and provided by the After School Program.

I recognize and understand that there may be risks of injury to my child as a participant in the After School Program and that I agree to accept those risks and the responsibility for any injury my child/dependant(s) may receive as a participant in the After School Program.

My signature below indicates that I am aware of and fully understand the operations of the After School Program and the requirements for the continued enrollment of my child, and have read, understand and agree to the foregoing.

****PLEASE NOTE: We are mandated reporters. We will call Child Protective Services (CPS) and/or Lodi Police for any child reported child abuse, suspicious looking marks, verbal public threats or hits to the child, or suspicion of child abuse. ****

Parent/Guardian Name (Print)

Child's Name

Child's Birth Date

Parent/Guardian Signature

Today's Date

Child's Start Date

PARENTAL CONSENT FOR MEDICAL TREATMENT:

In order for my child/legal dependant to receive necessary medical treatment in the event of any injury or illness occurring during participation in the After School Program, the undersigned as the parent or legal guardian, of the child/legal dependant enrolled in the After School Program, as set forth below, hereby authorizes the City of Lodi , through it's employees or agents to obtain all emergency dental or medical care as prescribed by a duly licensed physician (M.D.), Osteopath (D.O.), or Dentist (DDS). Medical or Dental care may be given under whatever conditions are necessary to preserve the life, limbs, or well being of my child/legal dependent. I further hold the City of Lodi, its employees, and elected officials harmless in the exercise of this authority.

Parent/Legal Guardian Signature: _____ Date: _____

Name of Enrolled Child/Legal Dependent: _____

If you have any questions about this Agreement, please contact Rachel, Recreation Manager, or Shawnie, Administrative Clerk, at the Parks, Recreation and Cultural Services office at (209) 333-6800 x2452 or 209 333-6742.



After School Program 2019/2020
City of Lodi Parks, Recreation & Cultural Services Department

Emergency Information

Must be completed by Parent or Legal Guardian

Child's Name: _____
Last First Middle Name Nickname

Home Address: _____
Number Street City Zip Child's phone

Child's Info: _____
Program Site Age Sex Grade Birth date

Father's Info: _____
Last First DL# Home Phone Cell /Work Phone

Father's Info: _____
Email

Mother's Info: _____
Last First DL# Home Phone Cell/Work Phone

Mother's Info: _____
Email

Names of people authorized to take the child from the Program site (exclude Parents/Guardians)

Name: _____
Last First Relationship/ if sibling, must be age 16+ Home Phone Work Phone

Name: _____
Last First Relationship/ if sibling, must be age 16+ Home Phone Work Phone

Name: _____
Last First Relationship/ if sibling, must be age 16+ Home Phone Work Phone

Physician/Dentist to be called, in an emergency.

Physician's Info: _____
Name Medical Plan Insurance Number Office Phone

Dentist's Info: _____
Name Medical Plan Insurance Number Office Phone

If Physician cannot be reached, what action should be taken?

Allergies, limitations, medications, dietary restrictions or special needs

Procedure

- I hereby agree to indemnify and hold the City of Lodi its officers and employees, harmless, and any community organization cosponsoring the program, from and against any and all liability for any injury which may be suffered by me or my child, arising out of or in any way connected with participation in the program named above.
- I recognize and understand that there may be risks of injury to my child as a participant in this program and I agree to accept those risks in registering my child as a participant. My signature below indicates that I am aware of and understand the policy and procedures of the After School Playground Program.

Parent/Guardian Print Name Parent/Guardian Signature Today's Date Start Date

White: OFFICE Yellow: SITE