



## El Cerrito Recreation Department After School Enrichment Program Frequently Asked Questions



### **1. What is the Afterschool Enrichment Program?**

The Afterschool Enrichment Program (ASEP) is a scope of extracurricular courses for elementary school students in grades 1-6, and in some cases TK/K. The El Cerrito Recreation Department coordinates with professional instructors to host a variety of classes held conveniently at El Cerrito elementary schools. These classes provide opportunities for students to explore their interests and experience other areas of learning after the school day ends. Classes focus on topics including but not limited to art, science, dance, language, music, sports/athletics, technology and/or chess.

The program is run in three sessions over the course of the school year with Session One taking place from September to December, Session Two taking place from January to Mid March, and Session Three running from Mid March to May. Prior to each session, a new calendar and registration packet is made available detailing the course offerings and policies pertaining to the program.

### **2. Who administers the Afterschool Enrichment Program?**

The Afterschool Enrichment Program is administered by the El Cerrito Recreation Department in close partnership with representatives from the schools as well as with PTA's and volunteer parent committees. Together all parties strive to develop well-rounded, recreational extracurricular programs that meet the needs and desires of our community. This includes creating the calendar of classes and registration packets for each session at each school, working with the schools to acquire appropriate space, meeting with school staff and parent committees, selecting instructors to teach proposed classes, and supervising the program over the course of the school year.

### **3. What is the difference between the Aftercare Program and the Afterschool Enrichment Program?**

The Afterschool Enrichment Program runs in three sessions over the course of the school year, usually with breaks in between sessions so that students have the opportunity to try out different classes. Afterschool Enrichment classes are taught by Contract Instructors and focus on a specific curriculum. Enrichment classes generally do not meet on minimum days (with the exception of Wednesdays), may have pre-scheduled "no-class" dates due to special events, and may be subject to cancellation due to low enrollment, instructor illness or inclement weather. In such cases, a parent or guardian is responsible for picking up the child at the end of the school day. This program is designed to provide convenient, constructive and fun activities for students to attend during the weekday.

The El Cerrito Recreation Department Aftercare Programs operate separately from the Afterschool Enrichment Programs. Aftercare is lead by City Staff, adheres to state licensing standards, and provides traditional care with a wide variety of recreational and educational activities. The Aftercare Programs runs continuously over the course of the school year on each school day, including minimum days, and meets rain or shine.

While both programs provide a safe, supervised environment for students, it is important to note that Afterschool Enrichment Classes are not meant to serve as childcare.

#### **4. At which schools are the After School Enrichment Classes currently offered?**

Enrichment classes are currently offered at Harding, Madera, and Fairmont Elementary Schools.

#### **5. How do I register for After School Enrichment Classes?**

Priority online registration can be completed online at [www.el-cerrito.ca.us/onlineereg](http://www.el-cerrito.ca.us/onlineereg) on or after the session online registration date (stated on the calendar). Completed registration forms can also be turned in at the Community Center office at 7007 Moeser Lane, emailed to [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us), or faxed to (510) 528-9413 on or after the in-office registration date. Online registrations are typically accepted 3-5 days prior to in-office registrations. Registration forms should not be turned into the school offices, nor directly to instructors. Registration forms are not accepted without payment. Parents/Guardians are expected to read the entire registration text (online) or packet prior to submitting registration forms, as this includes important information pertaining to the program. Registration is required, and no student may attend class without completing the registration process.

#### **6. What is the refund or transfer policy?**

There are no refunds or transfers for After School Enrichment Program unless a medical emergency occurs supported by a doctor's note, or unless the activity is cancelled due to low enrollment.

#### **7. How do I know what enrichment classes are being offered?**

Approximately two to three weeks prior to the start of an Afterschool Enrichment Program session, a session calendar and packet are published. The calendar is sent home to students who attend the schools at which classes are held, and copies of the complete packet are available at the Community Center office and online at [www.el-cerrito.org/recreation](http://www.el-cerrito.org/recreation). The packet provides a schedule of classes that includes fees, class locations, instructor information and class descriptions.

#### **8. What is a Materials Fee and how do I pay it?**

A Materials Fee is an additional fee, separate from the course fee, paid directly to the class instructor for consumable, take home items to be used by students in their enrichment class. Materials Fees are always indicated on the calendar and packet if being charged, along with the specific materials being purchased for your student. If you plan to send the Materials Fee with your child, it is suggested you pay via check placed in an envelope labeled with the class title and your child's name. You may also pay the instructor directly when you drop off or pick up your child on the first day of class, or provide a labeled envelope to the Community Center office. Failure to pay a Materials Fee by the third class may result in dismissal of your child from the program with no refund of course fees.

#### **9. What is expected of students while in class?**

All students are expected to follow the El Cerrito Recreation Department Behavior Policy, attached, as well as all rules established by the class instructor and school site. It is important that students listen to the instructor and follow directions. Students are expected to actively participate in each class to get the full enrichment experience. Failure to comply may result in dismissal from the program. Students will get the most out of each class by attending each date in the session.

### **10. Where does my child go after school, and at what time?**

The location your child will report to will depend on whether they attend the City Aftercare program or not. Class times are scheduled to begin 5-10 minutes after the bell rings.

**City Aftercare Students:** Students check-in at the Clubhouse/MPR prior to their ASEP class. City Staff will escort them to ASEP classes.

**Non-City Aftercare Students:** Students check-in directly with the class instructor at the class site stated on the calendar. During the first week of each session, City Staff and/or volunteers are present during dismissal to help students find their ASEP class. After the first week, students are responsible for getting themselves to class.

### **11. What time should I pick up my child from their Enrichment Class?**

Parents/Guardians are responsible for picking up their child at class dismissal time stated on the calendar, unless the child is enrolled in the Aftercare Program in which case the child will be picked up by City Staff. It is important that children are picked up immediately at the class end time. In the case of a parent/guardian late pick-up, the child will be brought to the Aftercare site to be supervised by City Staff. After a five minute grace period, a late fee of \$1 per minute will be charged. The person picking up the student will be asked to pay the late pick-up fee at the time of pick-up and sign a late pick-up slip.

### **12. What if my child is in Kindergarten?**

There are some enrichment classes that have a curriculum designed for Kindergarteners, and students who are ready to participate in structured enrichment activities are encouraged to enroll. It is important to note that class start times are based on the second dismissal bell for upper grades. Because Kindergarten students have an earlier dismissal time, there is a gap between their release from school and the start of enrichment classes. Kindergarteners who are also enrolled in the City's Aftercare program from dismissal until 6pm will be supervised by City staff until it is time for class. Kindergarteners only in the PMK program or who are not enrolled in Aftercare will need parent/guardian supervision until the enrichment class begins.



## BEHAVIOR POLICY

It is the goal of the El Cerrito Recreation Department to provide safe, positive and fun experiences for all participants in our programs. To achieve this goal, we ask that everyone follow instruction and rules as stated by City Staff and Contract Instructors, use appropriate language, never verbally or physically harm another person, and be respectful of others and their belongings as well as facilities and equipment.

For youth participants, Staff members/Contract Instructors will keep an open line of communication with parents/guardians. Should any misbehavior, behavioral changes or positive incidents occur with a child in our care, Staff members/Contract Instructors are directed to have a discussion with the parent/guardian.

In the case of behavior problems:

1. Staff/Contract Instructors will take steps to resolve the behavior directly with the participant. This may include actions such as repeating rules and expectations, and verbal warnings. Youth may be directed to an alternative activity or given time away from the group to calm and self-reflect. For youth related incidents, Staff will record any incidents of behavior issues in a child log that is kept at the site. Independent Contractors will keep a record of their own.
2. If youth behavior problems continue, Staff/Contract Instructors will speak with the parent/guardian, informing them of the behavior issues and asking for their assistance in resolving the matter. Staff/Contract Instructors should continue to share with parent/guardian what Staff/Contract Instructors are doing at the site to correct the behavior. Staff members/Contract Instructors may also request a formal meeting with the participant or their parent/guardian if the behavior continues.
3. Continuation of misbehavior may result in the suspension or dismissal of the participant from the program. Refunds will not be issued if a participant is temporarily suspended or dismissed from the program.

Consequences for misbehavior may reflect the severity of the participant's actions. Disciplinary steps may not be sequential and one severe act, as determined by the El Cerrito Recreation Department, may lead to immediate dismissal from the program(s).