



HESPERIA RECREATION AND PARK DISTRICT
After School Activities Program (A.S.A.P.) 2018-2019
APPLICATION INFORMATION



APPLICATION: August 13, 2018 marks the beginning of the 2018-2019 school year for HUSD elementary students.

Enrollment is open to HUSD students in grades 1 through 6 at the following school sites:

Cottonwood - Hollyvale - Topaz - Mission Crest - Mesquite Trails - Cypress - Krystal

For your convenience A.S.A.P. Application packets are available online only at www.HesperiaParks.com for completion. Incomplete Applications will not be processed.

A complete application packet is required prior to your child’s enrollment into A.S.A.P. There is no fee to submit application packets and they are processed in the order they are received. Once your packet is submitted electronically and has been reviewed, the parent/guardian will receive an email of your child’s enrollment status whether your child(ren) has been accepted into the program or placed on a waiting list. If your child(ren) have been accepted into the program, a prepayment for the first week’s registration fees will be required to be paid on or before **Monday, July 23, 2018** in order to commit your child(ren)’s enrollment in the program (provided minimum enrollment numbers are met). **Should this payment not be paid by the above date, another participant will be taken from the waiting list and added to the enrollment list.** We will do our best to expand programs as there is need and program space availability.

Hesperia Recreation and Park District reserves the right to refuse service to anyone at the sole discretion of the District.

HOURS OF OPERATION: A.S.A.P. operates each day school is in session, including minimum school days. All A.S.A.P. sites will operate from the time school is dismissed until 6:00 p.m. Students check in at the after school program immediately upon dismissal. H.R.P.D. cannot be responsible for students who have not checked in with the program after school. Student must have attended school in order to attend the program on any given day. If your child(ren) was signed out during the school day, they must be signed back into school before the regular school day ends in order to attend A.S.A.P. on that day.

ONLINE FEE PAYMENT as Easy as 1 – 2 – 3!

Online program fee payment

1. Visit us online at HesperiaParks.com and click the “Register Online” button under quicklinks. Please note all online transactions will be charged a processing fee.
2. Click “Register Now”, search “(school name) ASAP”.
3. Select week(s) and follow the simple steps.

By completing the online registration process you are agreeing to the waiver and all terms and conditions of the Hesperia Recreation and Park District and the A.S.A.P. program.

PROGRAM FEES: The A.S.A.P. weekly fee is a flat fee based on school dismissal time and program hours. **It is the sole responsibility of the parent/guardian to retain program receipts; copies of receipts will not be provided. PLEASE NOTE :** If payment is not made by Monday at 11 a.m., another participant will be moved from the waiting list to the enrollment list and your child will be removed from the program. If there is no waiting list, your child may be able to stay in the program and attend the following week. In order to better assist you, staff will do their best to send weekly email payment reminders, but it is your responsibility to make sure your payments are in on time. If your child(ren) arrives at the program and is not registered/paid they **will not** be accepted into the program and will need to be picked up from the school site.

If arrangements are not made to have your child picked up, the Hesperia Police Department may be called and your child will be turned over to them.

Program fees are as follows:

EARLY DISMISS	REGISTRATION FEE
Cottonwood, Hollyvale, Mesquite Trails, Mission Crest and Topaz	5 DAY WEEK - \$26.00

MIDDLE DISMISS	REGISTRATION FEE
Cypress	5 DAY WEEK - \$24.00

LATE DISMISS	REGISTRATION FEE
Krystal	5 DAY WEEK - \$21.00

For the H.U.S.D. calendar, visit HesperiaParks.com. Weeks with school holidays will be at a reduced rate. Program fees are subject to change.

LATE PICK UP FEE: If your child(ren) is not picked up promptly at the scheduled program end time, a late pick up fee of **\$5.00 (per child) for every fifteen minutes, or fraction thereof, will be applied.** Late pick up time will be based on the school's posted clock. Instructions for the payment of late fees will be given to the parent/guardian at the time of pick up. This information will also include the amount owed. All late fees must be paid online (processing fee will be added) by the end of that A.S.A.P week by 5 p.m., before your child can return to A.S.A.P. the following Monday. Late pick up fees on Friday must be paid by Monday 11:00 a.m. Should you be one (1) hour late, and whether or not we are able to make contact with anyone on your child's Emergency Data Form, we will arrange for the Hesperia Police Department to assume custodial care of your child. **Excessive or reoccurring late pickups may result in your child being removed from the program, at the discretion of the District.**

CANCELLATIONS/REFUNDS: The District reserves the right to cancel the program if participation is low and the minimum number is not met. There will be no refunds after the activity has started unless the activity is cancelled by the District. If the District cancels an activity after any sessions have been attended, the refund will be prorated by the District. All requests for refunds must be made in writing and are subject to approval. A service charge of \$5.00 will be deducted from each refund unless the activity was cancelled by the District.

EMERGENCY DATA FORM (E.D.F.): The E.D.F. requires the names and phone numbers, of at least five local persons authorized to pick up your child in case of an emergency. **Photo identification will be required of those listed on the E.D.F. for the release of your child. Children will not be released to anyone under 18 years of age, regardless of their relationship.** There may be exceptions to this rule provided that parents have notified the Park District and received special permission in advance. Any changes made to your Emergency Data Form can be made by: **sending a note with the child to the A.S.A.P. site, in person at the A.S.A.P. site, or in person at the Program Office with a valid proof of I.D.** Please provide the Park District Office, not the school site, with any restraining orders regarding those authorized to pick up your child. It is imperative that you understand we will not enforce custody issues when releasing a child. **Please Note: We will not deny a biological parent from picking up their child unless the Park District has a current restraining order denying access.**

ILLNESS AND MEDICATION: We are concerned about our A.S.A.P. participant's health and safety. Please inform us if your child has been exposed to an infectious disease or head lice. Children with an infectious disease must be on antibiotic treatment for 24 hours before returning to the program. We also ask that your child be kept out of the program if he/she has had a fever within the past 24 hours. Please be sure to inform the staff of any medical problems that might affect other participants or if child is on any medication. Our A.S.A.P. staff **is not authorized** to administer any medication to participants. If prescription medication is needed on a daily basis, please make arrangements with a school nurse to administer any medication prior to the program.

DISRUPTIVE CHILDREN: There may be occasions when a child becomes disruptive, requires special attention, or when his/her presence interferes with the overall enjoyment and effectiveness of the program. In such cases, the District reserves the right to deny participation in our program.

If your child deliberately runs away or hides from ASAP staff, he/she may be suspended/removed from the program and at that time becomes the responsibility of the parent/guardian. Staff will make a reasonable attempt to get your child to return to the program, but if the child refuses, the parent and Hesperia Police Department will be contacted.

Hesperia Recreation and Park District strives to provide a safe and enjoyable environment and has zero tolerance when it comes to threats or acts of violence.

CHILDREN WITH SPECIAL NEEDS: It is the intention of Hesperia Recreation and Park District to comply with the Americans with Disabilities Act (ADA). If, as an attendee or a participant of this program, you will need special assistance beyond what is normally provided, the District will make reasonable accommodations. Please contact Hesperia Recreation and Park District at least 48 hours prior to enrollment in this program to inform us of their particular needs and to determine if accommodation is feasible. Please advise us at that time if they will need accommodations on a regular basis.

PERSONAL BELONGINGS: Participants are discouraged from bringing items such as an iPad, cell phone, Game Boy, MP3 player, iPod, videos, sport equipment, trading cards, etc. **Hesperia Recreation and Park District will not be responsible for, or replace any lost, stolen, or damaged personal belongings brought to A.S.A.P.**

A.S.A.P. RULES

1. I will be kind to other participants.
2. I will follow the instructions of all recreation staff.
3. I will show respect for others at all times.
4. I will not use profanity.
5. I will follow all safety rules.
6. I will check into the A.S.A.P. program immediately after school is dismissed.
7. I will never leave the area without permission from an instructor/leader.
8. I will always clean up after myself and help with project clean up.
9. I will not make physical contact with other participants.
10. I will not take anything that does not belong to me without permission.

Note: All participants and parent/guardian or designated party will be held responsible to abide by the "District Code of Conduct" posted at all A.S.A.P. sites.

IMPORTANT DATES

Monday, August 13, 2018, will be the first day that A.S.A.P. services are available for the new school year.

The After School Activities Program will be closed on:

September 3, 2018	January 14, 2019
October 15, 2018	February 11, 2019
November 12, 2018	February 18, 2019
November 19 through November 23, 2018	March 25 through March 29, 2019
December 21, 2018 through January 4, 2019	May 24 & 27, 2019

(Dates are subject to change)

ADDITIONAL INFORMATION: It is the students’ responsibility to bring their homework to the program. A regular homework period is scheduled four days a week at all sites. It is not our intent or purpose to make sure that all homework is completed during the afterschool program.

Snack is provided by Nutritional Services at each school site. If your child has food allergies, you will need to notify the A.S.A.P. staff as well as the school office. The school office will provide you with paperwork to have your child(ren)’s doctor fill out in order to provide them an alternate snack.

All participants and parent(s)/guardian(s) or authorized individual(s) will be held responsible to abide by the District Code of Conduct and A.S.A.P. Rules Contract available online. If a parent/legal guardian or anyone affiliated with an A.S.A.P. participant violates any of the rules or Code of Conduct, actions will be taken with the A.S.A.P. participant. Refunds will not be given if a child is suspended or removed from the program.

Thank you again for your interest in this program. We look forward to having the opportunity to share this time with your child and be part of their development. Please note the information provided is subject to change without notice. If you have any questions, please feel free to call (760) 244-5488.