



**HESPERIA RECREATION AND PARK DISTRICT  
After School Activities Program (A.S.A.P.) 2019-2020  
APPLICATION INFORMATION**



**APPLICATION:** August 12, 2019, marks the beginning of the 2019-2020 school year for Hesperia Unified School District (H.U.S.D.) elementary students. Enrollment is open to H.U.S.D. students in grades 1 through 6 at the following schools:

**Cottonwood ◦ Hollyvale ◦ Topaz ◦ Mission Crest ◦ Mesquite Trails ◦ Cypress ◦ Krystal ◦ Kingston**

A complete application packet is required prior to your child’s enrollment into the program. There is no fee to submit an application packet and packets are processed in the order they are received. Application packets are available online only at [www.HesperiaParks.com](http://www.HesperiaParks.com) and required to be completed and submitted online. Incomplete applications will not be processed. After you’ve completed and submitted your child’s application packet, the packet will be reviewed and approved. You will receive an email confirmation citing the enrollment status of your child; you may be placed on a waiting list if space is not available. Once your child is accepted into the program, you will be required to pay the weekly registration fee in advance of your child’s attendance. The weekly fee must be paid in full at the start of each week (Monday by 11:00 a.m.). If payment is not received on time your child will not be permitted to attend the program and may be subject to a waiting list for future participation.

**Hesperia Recreation and Park District reserves the right to refuse service to anyone at the sole discretion of the District. By completing the online registration process you are agreeing to the waiver and all terms and conditions of the District and the A.S.A.P.**

**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. Your child checks into the program immediately upon dismissal from school. **H.R.P.D. is not responsible for students who do not check into the program after school.** Your child must have attended school in order to attend the program on any given day. If your child is signed out of school during the school day, they must be signed back into school before the regular school day ends to attend the A.S.A.P.

**IMPORTANT DATES:**

**In accordance with the H.U.S.D. 2019-2020 School Calendar, A.S.A.P. will be closed on:**

- |                                     |                     |
|-------------------------------------|---------------------|
| September 2, 2019                   | January 20, 2020    |
| October 14, 2019                    | February 10, 2020   |
| November 11, 2019                   | February 17, 2020   |
| November 25 - 29, 2019              | March 23 - 27, 2020 |
| December 20, 2019 - January 3, 2020 | May 22 & 25, 2020   |
- (Dates are subject to change)*

**PROGRAM FEES:** The A.S.A.P. fee is a flat weekly fee based on school dismissal time and program hours. Program fees are accepted *online only*. The weekly fee is pro-rated for days A.S.A.P. is closed. ***Payment must be paid in full at the start of each week (Monday by 11:00 a.m.).*** If payment is not received on time your child will not be permitted to attend the program and may be subject to a waiting list for future participation. If your child reports to the program and is not registered and/or

paid they **will not** be accepted into the program and will need to be picked up from the school. If arrangements are not made to have your child picked up, staff may contact the H.U.S.D. Police Department. **It is the sole responsibility of the parent/guardian or authorized individual(s) to retain program receipts; copies of receipts will not be provided.**

<u>EARLY DISMISSAL</u>	<u>REGISTRATION FEE</u>
Cottonwood ◦ Hollyvale ◦ Topaz ◦ Mission Crest ◦ Mesquite Trails Elementary	\$28.00*
<u>MIDDLE DISMISSAL</u>	<u>REGISTRATION FEE</u>
Cypress Elementary	\$26.00*
<u>LATE DISMISSAL</u>	<u>REGISTRATION FEE</u>
Krystal ◦ Kingston Elementary	\$23.00*

*(Program fees are subject to change.)*

\*Weekly fees are pro-rated for days A.S.A.P. is closed.

**ONLINE FEE PAYMENT:**

1. Visit HesperiaParks.com and click "REGISTER ONLINE."
2. Click "Register Now"; search "(school name) ASAP."
3. Select monthly or weekly date range options.

All online financial transactions are subject to a processing fee.

**LATE PICK UP:** If your child is not picked up promptly at 6:00 p.m., a late pick up fee of **\$5.00 will be assessed per child for every fifteen minutes, or fraction thereof.** All program times are based on the school's posted clock. In the event your child has not been picked up from the program by 7:00 p.m. staff will contact H.U.S.D. Police Department to assume custodial care of your child. At the sole discretion of the District, excessive or re-occurring late pick-up will result in your child being removed from the program. All late pick up fees must be paid, in full, online, at the start of each week (Monday by 11:00 a.m.). Your child will not be permitted to continue to attend the program until all late pick up fees are paid in accordance to the timeline outlined above.

**CANCELLATIONS/REFUNDS:** There will be no refunds after the program has started unless the program is not held due to lack of enrollment or is cancelled by the District. All requests for refunds must be made in writing. Programs cancelled, which are attended, will be prorated if a program is cancelled by the District. Program fees will not be prorated for participants who start the program and miss for any reason. A refund service charge of \$5.00 will be deducted from each refund. Programs cancelled by the District are not subject to the \$5.00 service charge. Transfer to another month of the same program will be allowed only if the District is notified prior to the first day of the program and space permits. A \$5.00 service fee will be charged for a transfer. Refunds will be processed in accordance with the policy established for the payment procedure of the District.

**EMERGENCY DATA FORM (E.D.F.):** The name and telephone numbers of at least two local persons authorized to pick up your child in the case of an emergency are required. **Your child will not be released to anyone not listed on the E.D.F. and valid photo identification will be required at pickup. Your child will not be released to anyone less than 18 years of age without there being a waiver and release form on file with the District.** Changes to the E.D.F. can be made in person with valid photo identification at the program site, H.R.P.D. District Office (16292 Lime Street), or via email (from

registered email address). Any restraining orders/prohibited contact orders must be submitted to the H.R.P.D. District Office. Recreation staff is not responsible for the enforcement of child custody orders and participants will be released to any person(s) listed on the E.D.F.

**ILLNESS AND MEDICATION:** We are concerned about our A.S.A.P. participants' health and safety. Please inform recreation staff if your child has been exposed to an infectious disease or head lice. We ask that your child be kept out of the program if he/she has had a fever within the past twenty four hours and on an antibiotic treatment. Please be sure to inform recreation staff of any medical issues that may affect other participants and/or if your child is on any medication. Recreation staff **is not authorized** to administer medication to participants. If prescription medication is required, it will be your responsibility to make arrangements with a school nurse to have the medication administered prior to the start of the program.

**DISRUPTIVE CHILDREN:** Hesperia Recreation and Park District strives to provide a safe and enjoyable environment for participants. 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 recreation staff, he/she may be suspended or 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; however, if the child refuses, the parent/guardian and/or H.U.S.D. Police Department will be contacted.

**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, your child requires special assistance beyond what is normally provided, the District will make reasonable accommodations. Please contact Hesperia Recreation and Park District at least forty eight 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:** It is not recommended that participants bring personal belongings to the program. Any personal belongings such as: electronic devices, toys, games, and the like must remain inside of your child's backpack during the program. Any personal belongings found, including electronic devices, will be held with recreation staff and returned with parent pick-up only. **H.R.P.D. 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 A.S.A.P. 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.

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

A snack is provided by Nutritional Services each day. If your child has a food allergy, you must notify recreation staff and the school office to apply for 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 (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 participant. Refunds will not be given if a child is suspended or removed from the program.

We look forward to having the opportunity to share this time with your child and be a part of their development. Please note the information provided is subject to change without notice. If you have any questions, please contact the H.R.P.D. Office at (760) 244-5488 or via email at [asap@hesperiaparks.com](mailto:asap@hesperiaparks.com). Thank you for your interest in the After School Activities Program.