



WALKING CREW

"Quality, cost effective, after school child care!"

Take advantage of our award-winning after school program for K-8th grades with a proven 25-year track record of excellent age-appropriate recreational programming. Experienced Parks and Recreation staff will walk your child** from their school to the designated local park site where they will be supervised until 5:30 p.m. The program provides homework assistance, character-building recreational activities and nutritious snacks.



PROGRAM INFORMATION

Grades: Kinder (P.M. only) - 8th grade

Fee: \$45 per week, per child

Days: Monday - Friday

Time: After school - 5:30 p.m.

(Extended care until 6 pm on Monday & Friday)

WALKING CREW SITE LOCATIONS

Pico Park— 9528 Beverly Blvd.

Durfee, North Ranchito* & North Park**

Smith Park—6016 Rosemead Blvd.

Valencia, South Ranchito, Rio Vista,
St. Hilary & Rivera Middle**

Rivera Park—9530 Shade Lane

Magee, Birney, & Burke Middle**

***Will be bused to intersection
of Lindsey and Beverly Blvd.**

****Middle School children must walk
un-escorted to the designated
Park site and sign themselves in.**

Sign up for automatic payments and receive
a \$5 discount off the weekly fee.

For more information call your local park
SMITH PARK (562) 942-7004 PICO PARK (562) 801-4470
RIVERA PARK (562) 949-5648
Send questions to recreation@pico-rivera.org
or visit www.pico-rivera.org

We create community through people, parks, and programs.

Your City Council

Mayor Pro Tem Councilmember Councilmember Councilmember
Bob Archuleta David Armenta Ron Beilke Gregory Salcido



WALKING CREW PARENT HANDBOOK



2009-2010 SCHOOL YEAR



Your City Council

Mayor Pro Tem
Bob Archuleta

Councilmember
David Armenta

Councilmember
Ron Beilke

Councilmember
Gregory Salcido

WALKING CREW SITE LOCATIONS:

Pico Park (562) 801-4470

- Durfee Elementary School
- North Ranchito Elementary School
- North Park Middle School

Smith Park (562) 942-7004

- Valencia Elementary School
- South Ranchito Elementary School
- Rio Vista Elementary School
- St. Hilary School
- Rivera Middle School

Rivera Park (562) 949-5648

- Magee Elementary School
- Birney Elementary School
- Burke Middle School



Send questions to recreation@pico-rivera.org
Find out about more programs by visiting www.pico-rivera.org

Welcome to the 2009-2010 Walking Crew program! Thank you for choosing to enroll your child into our program. We look forward to working with you and your family throughout the school year.

WALKING CREW:

Walking Crew is an after school program designed for Kindergarten through 8th grade students.

Qualified Recreation Leaders meet the students immediately after school*. Daily attendance is taken, absences are verified and participants are walked to the park where they will participate in supervised activities as well as receive assistance with their homework until 5:30 p.m.

Walking Crew - \$45 per week, per child

**Middle school participants must escort and sign themselves in to the designated park site.*

ALL DAY CARE

All Day Care is available on non-school days only. Contact staff to see available dates.

\$5 for current Walking Crew Participants.

\$10 for Walking Crew Participants not pre-registered.

\$15 for Non-Walking Crew Participants

A minimum of 20 children must be pre-registered in order to provide All Day Care. Payment is due on the Friday prior to the non-school day.

PROGRAM MISSION:

Our mission is to create a safe, educational and fun environment for your child in the most cost-effective manner possible.

PROGRAM OBJECTIVES:

- To encourage cooperation between all children as they build new relationships through sharing toys, games and time with each other.
- To encourage the development of communication and problem-solving skills through discussion, stories and activities.
- To develop coordination skills and good sportsmanship through exercise and sports activities.
- To build self-esteem, encourage self-confidence, and self-worth through positive experiences.
- To provide positive role models for children.

PROGRAM INFORMATION:

Children are provided with a daily nutritious snack.

Children participate in "Quiet Time" between 5:00 and 5:30 p.m. This time is for homework, reading, and quiet games.

Please keep your child's information card updated (especially any new phone numbers). Children **WILL NOT** be released to persons not listed on this card without prior notification. If there is any change in your child's regular pickup, please phone the Department of Parks & Recreation at (562) 801-4430.



ADDITIONAL INFORMATION:

LABEL ALL items your child will be bringing to the park (jackets, books, bags, folders, etc.). We will provide a place for children to store items they bring, but **we cannot be responsible for lost or stolen items.** It is recommended that all children have a backpack or small book bag in which to carry their belongings.

Children are not allowed to bring weapon-like toys to the park (guns, knives, sling-shots, etc.). Children should also not bring expensive items (IPODS, video games, cell phones, etc.). Again, we are not responsible for lost or stolen items.

BEHAVIOR RULES:

1. Children must meet immediately after school for check-in at designated area.
2. Follow directions the first time given.
3. Listen when others are speaking.
4. Respect the property of others.
5. Keep hands, feet and objects to yourself.
6. No teasing, swearing or put-downs.
7. Respect the property of the parks and schools.
8. Respect your Crew Leaders.

Rules have been compiled to insure the safety of the participants. Staff will explain all rules. Failure to follow rules and requests may result in suspension from the program.

SIGN IN & OUT PROCEDURES:

1. Parents/Guardians must sign out daily for their child and be prepared to present picture ID upon request.
2. Children involved in other afternoon programs (sports, drill, dance, etc.) **MUST** be signed out by their coach and escorted back to Walking Crew after the activity. **Please enforce this with your child's coach.** Coaches' names must be listed on the information card.

Suspension from program may occur if these procedures are not followed.

MEDICATION POLICY

Medications bearing a prescription label will be overseen by the staff of the Walking Crew program. Medication must be in an original container properly labeled by the pharmacy. The prescription label must bear the name of the child to whom it is to be administered as well as a current date. Over-the-counter medicines also require an authorization by Parent. Only medicine provided by parents will be administered.

An Authorization for Administering Medication Form must be completed and signed by the parent. The parent must also complete a Medication Envelope. All forms must be renewed whenever the prescription changes and at the beginning of each school year.

Medication and all necessary forms must be provided to a staff member by the parent, guardian or other designated adult.

RAINY DAY PROCEDURES:

1. In case of light rain, children will walk to the park.
2. Should rain remain consistent, children may be transported to parks by vans.
3. In case of heavy rain and/or flooding, children will remain on school grounds with staff and would need to be picked up at the schools.
4. Should the schools close due to heavy rain, flooding, or disaster, the parks would also remain closed, and therefore, all Child Care would be canceled.
5. It is recommended that children wear proper "rain" attire (raincoat, boots, umbrella, etc.) to avoid getting wet.

LATE PICK UP:

Children must be picked-up no later than 6:00 p.m., Monday and Friday, and 5:30 p.m., Tuesday through Thursday. A \$10 late fee per child, per 15 minutes or fraction thereof will be charged any time children are left after the program ends. After 30 minutes, Sheriff's Department is contacted to report abandoned children.

ABSENCES:

Parents/Guardians must notify the Department of Parks & Recreation at (562) 801-4430 **by 1:00 p.m.** when children are absent from school or will not be attending the program.

PAYMENTS:

1. Payments are due every Friday by 6:00 p.m. for the following week. Payments can be made at Pico, Smith or Rivera Park. Check, Credit Card or Money Order **ONLY.**
2. Payments can be made at the above parks Monday - Friday, 3-6 p.m. and at the Recreation Department Office, Monday - Thursday, 7:30 a.m. to 5:15 p.m. and every other Friday. Cash, Check, Credit Card or Money Orders are accepted at the Recreation Department office.
3. There is a \$5 late fee per child, per program if payment is not received by Friday at 6 p.m.
4. If payment and late fee are not paid by Monday, your child will not be picked up the following day.
5. Payments must be made at the Front Counter. Please **DO NOT** leave your check in between doors at the park offices. Staff is not responsible for checks not receipted.
6. Automatic payment program receives a \$5 per week discount when enrolling in the Automatic Payment Plan. See staff for details.

RETURNED CHECKS:

Returned checks need to be cleared through City Hall with cash or money order. A fee of \$25 must accompany the payment.

Suspension from programs may occur if returned checks are not cleared within 3 working days after receiving notification.

You may be subject to "Cash, Credit Card or Money Order Only" as a method of payment when a check is returned.

TAX IDENTIFICATION NUMBER:

The City of Pico Rivera's ID number is available on request. The City does not keep individual records of how much money was received for each child enrolled in our programs. Parents wishing to claim tax credit must utilize receipts issued for payments. Check with your tax advisor regarding tax credits.

DROP-IN OPTION:

Drop-in fees are \$19 a day for Walking Crew. Two (2) days constitutes a week. If your child attends more than 1 day, the full week must be paid for.





WALKING CREW REGISTRATION FORM

PICO PARK

SMITH PARK

RIVERA PARK

School: _____ Classroom #: _____

Child's Name: _____ Birth date: _____ Sex: _____

Home Address: _____

City, Zip Code: _____ Home Phone Number: _____

Mother's Name: _____ Work #: _____ Cell #: _____

Father's Name: _____ Work #: _____ Cell #: _____

Guardian's Name: _____ Work #: _____ Cell #: _____

I authorize the following individuals to pick up my child (other than parents/guardian):

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

The following individuals are not authorized to pick up my child:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Emergency Contact Numbers (other than parents):

Please Consider Your Emergency Contact People Carefully

1. Name: _____ Relationship: _____ Phone #: _____

1. Name: _____ Relationship: _____ Phone #: _____

Are any special accommodations needed for your child to participate in this program? No Yes

Please indicate what accommodations your child needs: _____

• **PERTINENT MEDICAL HISTORY INFORMATION** (Diabetes, Allergies, Asthma, Etc.):

• **HOLD HARMLESS AGREEMENT**

"I agree to waive and release the City of Pico Rivera and its officers, agents and employees, from and against any and all claims, cost liabilities, expenses or judgments, including attorney's fees and court cost, or any illness or injury, and hereby agree to indemnify and hold harmless the City of Pico Rivera from and against any and all such claims, whether caused by negligence or otherwise, except for any claims resulting from the sole negligence, gross negligence, or intentional conduct on the part of the City or its employees. I understand and agree that by signing this waiver I am freeing the City of Pico Rivera and its employees, officers or agents from any liability. I further agree to abide by all rules and regulations for facility use and rental as provided to me."

Term	"I understand that the term of this Hold Harmless agreement and release for the 2009-2010 Walking Crew program runs from August 31, 2009 through June 17, 2010."	Please initial: _____
Photo Release	I give my permission to the City of Pico Rivera to photograph me or my children participating in the programs for use in the City of Pico Rivera publicity and publications and will not seek compensation for such.	Please initial: _____
Payment Agreement	I have received and understand the Walking Crew Payment Agreement.	Please initial: _____

I hereby represent that I understand and am familiar with the nature of the activities in which I (or my child) will participate in this recreation program. I personally read and understand this Release."

Signature of Parent/Guardian _____ **Date** _____

FOR OFFICE USE ONLY:

Input by: _____ Date Entered: _____



2009-2010 CHILD CARE PAYMENT AGREEMENT

Fees:

- *Walking Crew* fee is \$45 per child, per week.
- *1-Day Drop-In* fee is \$19 per child. Two (2) days constitutes a week. If your child attends more than 1 day, the full week must be paid for.
- *All Day Child Care** fee is \$5 for current Walking Crew participants.
*Pre-registration is required at least 1 week in advance. A \$10 fee will be charged on that day, should you choose to drop in.

Payments can be made at the following locations:

Pico Park, Smith Park & Rivera Park (check, money order or credit card)	Monday-Thursday, 3-9 p.m. Friday, 3-6 p.m. Saturday, 12-5 p.m.
Department of Parks & Recreation (Cash, check, money order or credit card)	Monday-Thursday, every other Friday, 7:30 a.m. - 5:30 p.m.

1. Payments are due by Friday at 6:00 p.m. for the following week.
2. There is a \$5 late fee per child, per program if payment is not received by Friday at 6 p.m.
3. If payment and late fee are not paid by 6 p.m. on Monday at the park or by 5:30 p.m. at the Recreation Department, your child will not be picked up the following day.
4. Please **DO NOT** leave your check in between doors at the park offices. The staff will not be responsible for lost checks.
5. Checks brought in by children will not be accepted. It is the parent/guardian's responsibility to make sure that fees are paid.
6. A late fee of \$10 per 15 minutes or fraction thereof will be charged if children are picked up after 5:30 p.m., Tuesday - Thursday and after 6 p.m, Monday & Friday.
7. Returned checks need to be cleared through City Hall with cash or money order and a \$25 fee within 3 working days upon receiving notification of insufficient funds. If returned checks are not cleared within 3 working days, suspension from programs may occur. You may be subject to "Cash, Credit Card or Money Order only" as a method of payment.



WALKING CREW EVALUATION

Your opinion and comments are valuable and appreciated. Please take a moment to complete this evaluation. The information will be used to improve and plan future programs. Please rate your experience from 1 – 5 (1=Poor 2=Fair 3=Satisfactory 4=Good 5=Excellent)

Are you: new returning Today's Date: _____

Facility: _____

1. How did you learn about this activity?
 ETC Brochure Friend Family Visit to Park
 Profile Newspaper School Flyer
 Other: _____

2. Did the program meet your and/or your child's expectations? 1 2 3 4 5
If not, what could we do better?

3. Was the program described accurately in the brochure or flyer? If not, please explain. 1 2 3 4 5

4. How would you rate the Walking Crew staff? 1 2 3 4 5
5. How does the cost of this activity compare with others you have been involved in? 1 2 3 4 5
6. Were the front counter staff courteous and helpful? 1 2 3 4 5
7. Was the facility clean, attractive and comfortable? 1 2 3 4 5
8. Would you recommend this program to a friend or family member? 1 2 3 4 5

9. Additional Comments:

10. Would you like to receive advance notice regarding our day camp programs?

Yes No

If yes, please provide email address. _____

Thank you for your comments.