

## WALKING CREW PARENT HANDBOOK



**2008-2009 SCHOOL YEAR**  
(Updated March 2009)



Your City Council

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Bob Archuleta

Councilmember  
David Armenta

Councilmember  
Ron Beilke

Councilmember  
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## **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](mailto:recreation@pico-rivera.org)  
Find out about more programs by visiting [www.pico-rivera.org](http://www.pico-rivera.org)

Welcome to the 2008-2009 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:**

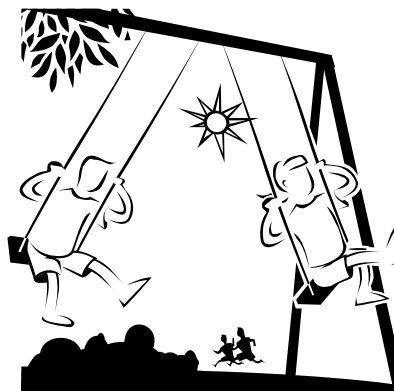
- To encourage cooperation between all children as they build new relationships through sharing toys, games and time with each other.
- To encourage the development of communication and problem-solving skills through discussion, stories and activities.
- To develop coordination skills and good sportsmanship 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. The staff are not responsible for unreceipted checks.
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.

