



## After School Program 2025-2026

**Please complete one form per child**

<b>Child's Name</b>	<b>Age</b>	<b>DOB</b>
<b>Address</b>	<b>City/Zip</b>	<b>Gender</b>

### Parent/Guardian Information

<b>Name</b>	<b>Relationship to Child</b>
<b>Cell Phone</b>	<b>Email Address</b>
<b>Address (if different than child's)</b>	<b>City/Zip</b>

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<b>Cell Phone</b>	<b>Email Address</b>
<b>Address (if different than child's)</b>	<b>City/Zip</b>

**Please list name(s) of those authorized to pick up your child from the ASP**

<b>Name</b>	<b>Relationship</b>	<b>Phone</b>
<b>Name</b>	<b>Relationship</b>	<b>Phone</b>
<b>Name</b>	<b>Relationship</b>	<b>Phone</b>

## Medical Information

In the event of an emergency, parents/guardians will be contacted first. Please provide two (2) emergency contacts.

Emergency Contact Name	Relationship	Phone Number

Emergency Contact Name	Relationship	Phone Number

Does your child have any allergies? Yes  No

*If yes, please list (i.e. bee stings, peanuts, medications, etc.) and describe reaction.*

*See separate Epi Pen Form, if applicable.*

Is your child currently on medication? Yes  No

*Medication that needs to be administered must be given to camp staff in the original package with dosage amount.*

Does your child have any physical injury, limitations, or medical condition(s) that may constrain their participation? Yes  No

*If yes, please specify.*

Does your child wear any assistive devices (i.e. glasses, hearing devices, etc.) Yes  No

*If yes, please specify.*

Does your child require reasonable accommodation for a disability as defined in the American's with Disability Act (ADA)?

My child will need assistance with sunscreen (*spray only*) Yes  No

In consideration for participation in the programs and activities ("PROGRAMS") held in person, through an online platform, or by any other means whether located on or off of public property conducted by the City of Tustin, the Tustin Unified School District, or other such providers ("PROGRAM PROVIDERS"), I, on behalf of myself and on behalf of the participant of the PROGRAMS, if someone other than me (including any minor children for whom I have the capacity to contract) (collectively, "PARTICIPANT") hereby: (1) acknowledge that participation in the PROGRAMS is voluntary; (2) agree to follow and abide by all rules, regulations, guidelines, and codes of conduct applicable to participation in the PROGRAMS; (3) certify that the PARTICIPANT is in good health, physically able to participate in the PROGRAMS, and does not have a medical condition that could make participation in the PROGRAMS hazardous to the PARTICIPANT's health or the health of others; (4) agree that PARTICIPANT may have their photograph taken or be filmed in a class and used in future CITY promotional materials and publications and understand that I will not receive any compensation for such use. (5) agree that PROGRAM PROVIDERS may terminate PARTICIPANT from participation in PROGRAMS at any time and in their sole and absolute discretion; (6) understand that participation in the PROGRAMS can be dangerous and could expose the PARTICIPANT to risks of bodily injury, property damage, death, disability, communicable diseases, illnesses, viruses (including but not limited to COVID-19), or other loss to PARTICIPANT or others (collectively, "RISK OF INJURY"); (7) CERTIFY THAT PARTICIPANT AGREES TO ASSUME ANY AND ALL RISK OF INJURY ON BEHALF OF PARTICIPANT AND ANYONE WHO MAY CLAIM ON PARTICIPANT'S BEHALF; (8) CERTIFY THAT PARTICIPANT AGREES, ON BEHALF OF PARTICIPANT AND ANYONE WHO MIGHT CLAIM ON PARTICIPANT'S BEHALF, TO RELEASE, WAIVE, AND HOLD THE PROGRAM PROVIDERS HARMLESS FROM ANY AND ALL CLAIMS, ACTIONS, PROCEEDINGS, AND LIABILITY OF EVERY KIND OR NATURE WHATSOEVER, WHETHER FORESEEN OR UNFORESEEN, KNOWN OR UNKNOWN, RELATED TO, CAUSED BY, OR ARISING OUT OF PARTICIPANT'S PARTICIPATION IN THE PROGRAMS; and, (9) certify under penalty of perjury under the laws of the state of California that the foregoing is true and correct.

Parent/Guardian Signature	Date
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Proceed to next page.

## Suspension from Program

- Failure to provide the necessary paperwork or falsification of paperwork may cause suspension from the program. We cannot serve children safely if we do not have accurate information.
- The program staff also reserves the right to suspend and/or withdraw participant(s) from the program due to the actions of their parents/guardians. Suspension and/or withdrawal may occur for any, but not limited to, the following reasons:
  - Inappropriate behavior towards program staff or other City employees, i.e. use of inappropriate language, being verbally, physically threatening, or intimidating, and any physical aggression and/or damage to property
  - Disregard or refusal to follow program policies or procedures
- If a child has a difficult time adjusting to the program, parents will be notified and solutions will be proposed and implemented. If the child's adjustment is not satisfactory for their benefit or for the safety of others, the Program Coordinator may request that the parent seek a different type of activity or program for the child.
- Refunds will be considered on a case-by-case basis with the Parks and Recreation Supervisor.

Parent/Guardian Print Name: \_\_\_\_\_

Parent/Guardian Signature	Date
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# Parent Handbook

## Welcome

Welcome to CTRC After School Program (ASP)! We are looking forward to meeting you and your child and hope that we can help you both have a rewarding experience. The City of Tustin believes strongly that our community needs quality, recreational enrichment programming for school age children. The Parks and Recreation Department has implemented the After School Program with the purpose of enhancing the quality of life within our community.

## Introduction

Our team strongly encourages communication and teamwork to provide the best possible care for the children while also serving as a source of support, resources, and growth for each other and our families. We will make every effort to get to know your child. To keep you informed, we will share a weekly schedule of activities.

Parents can help us by:

- Getting to know your child's group leader, staff, and the Coordinator
- Keeping us informed
- Sending your child to ASP with the proper clothing and supplies

## Parent Checklist

- Label any and all items that your child is bringing to ASP
  - Water bottle
  - Tablet
  - Medication, if applicable
- Check the front desk daily for supplemental information and announcements

## General Guidelines

Our trained staff members, certified in CPR and First Aid, provide daily activities with a 10:1 ratio. Daily activities are scheduled Monday, Tuesday, Thursday, and Friday from 2:30 pm to 5:30 pm. Wednesday 1:30pm to 5:30pm. Rain or shine.

## Arrival and Departure Procedures

- Upon arrival, children must be signed-in
- Upon pick up, children must be signed out by an authorized adult
- Children must be picked up by an authorized adult who must present their ID to staff
- Any additions or modifications must be added by written permission

## Late Pick Up

Closing hour is 5:30 pm. If you expect to be late, please call the front desk at 714. 573.3009. If you are late picking up your child, a late fee of \$1 per minute is charged starting at 5:31 pm. The late fee is due at the time the child is picked up. **Failure to pay late pick up fees may result in removal from the program. Late pick up can vary per facility. Please see Program Staff for more information.**

**If the child is not picked up by 6:00 pm, staff will contact the Tustin Police Department to pick up your child(ren). The Tustin Police Department phone number is 714. 573.3200.**

### **Daily Activities**

**Supervised Free Play:** Children are given various times for supervised “free play” at the playground and indoor gym.

**Snack:** Kids Cafe provides free meals to all after school participants and any child under the age of 18. Each meal typically includes a main item—such as a sandwich, salad, or wrap—served with fresh fruit, vegetables, and milk.

**Recreation:** Children are encouraged to participate in recreational activities including, but not limited to arts & crafts, cooperative games, educational enrichment, team sports, and special events. If a child does not wish to participate in scheduled activities, they will not be forced to; however, the child must always stay under staff supervision and will be required to participate in an alternate activity.

### **Photo Policy**

On occasion, staff or independent photographers of the Parks and Recreation Department may take photographs or videos of participants in our programs, at city parks, or during special events. **If you do not wish for your child to be photographed, please notify the Program Staff for a Photo Waiver.**

### **Disciplinary Rules**

The following rules apply to all participants enrolled in the program:

1. Respect the staff. Listen, be polite, and always inform the staff of problems before/when they occur.
2. Participate in organized activities.
3. Obey all ASP rules. No swearing, horseplay, etc.
4. Stay within the designated boundaries. Children must remain within the building and playground areas, unless otherwise supervised. Children who willfully defy this rule will be referred to the Site Lead or Program Coordinator.
5. Keep your hands to yourself. Fighting will not be tolerated.
6. Respect and share ASP equipment and materials.

### **Disciplinary Action(s)**

In order to maintain a quality program, it is necessary to inform you of our program goals and discipline procedures.

**Minor Infractions:** This includes pushing, grabbing or lightly kicking another child, verbal arguments, disobeying a leader, and going out of bounds.

1. Verbal Warning
2. Reduction of free time
3. Call to parent/guardian

**Major Infractions:** This includes fighting or aggressive behavior towards other children or staff, kicking, blatant disobedience, foul language or gestures, racial slurs, repeatedly going out of bounds, leaving the premises without permission, use or possession of drugs or alcohol, or damage to property. Consequences may include any one of the following: exclusion from field trips, suspension for a day or more, and/or possible removal from the program.

Parents will be notified by the Program Coordinator when infractions occur. Major infractions will require a conference with the Recreation Supervisor. A conference for repeated infractions will be arranged with the parent/guardian, Program Coordinator, and the Recreation Supervisor before the child is removed from the program.

Please keep in mind that these policies are necessary for us to provide a safe environment for your child(ren). Continual disregard for the policies could result in suspension and/or removal from the program.

### **Serious Infractions**

This includes, but is not limited, to the following:

1. Possession of any firearm, knife, explosive, or other dangerous object considered to be a weapon
2. Intentionally engaging in harassment, threats, or intimidation directed against another child or staff member
3. Stating or implying possession of a weapon, even if, upon review, the statement is determined to be unfounded

There will be an immediate suspension of five (5) days from the program for individuals who, upon review, staff determines have committed a serious infraction listed above. If subsequent violations of (2) or (3) occur, participants could be removed from the program. Committing a serious infraction listed in (1) will be grounds for immediate removal from the program.

### **Accidents**

All accidents that involve your child will be brought to your attention. Staff will provide basic first aid for minor accidents, such as a scratch from a fall, which would require washing the wounds and applying bandages. You will be notified of the actions taken at pick up.

### **Serious Accidents or Illness**

You will be notified immediately if a serious accident occurs which requires medical observation, first aid treatment, or emergency responders. Based on the paramedics' recommendation, children may be transported to the nearest emergency hospital for treatment. If necessary, an ambulance will be called, and a staff member will accompany your child. Depending on the severity, police may be contacted.

## **Safety Precautions**

1. Please drop off and pick up your child at the designated area (front desk). For the safety of your child(ren), we do not allow participants to meet their parents outside
2. A staff member must be present when dropping off and picking up your child
3. Bring a form of ID when picking up your child and be prepared to show it to staff upon arrival
4. Bring a written note to the office if someone not listed on your child's form is going to pick up your child
5. If you have a court restraining order or other official documentation that limits someone from picking up your child, please bring a copy to the office

## **Allergies**

All allergies, food, or otherwise, must be reported upon enrollment. Special arrangements should be made and clarified by the parent in writing.

## **Children Who Are Sick**

Children who are ill should remain home. Please call the office if your child will be absent. If your child becomes ill at the center, you will be notified as soon as possible and are required to pick up your child immediately.

*Please refer to the Health Exclusion Policy for guidance on some illnesses.*

Please proceed to next page.

## Health Exclusion Policy

<p>Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from the childcare setting until 1) a physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children at the center, or 2) the symptoms have subsided for 48 hours, or the treatment has started, using the following guidelines.</p>	
<b>If your child develops:</b>	<b>Then keep him/her home until:</b>
<p><b>FEVER -</b> A temperature of 100 Fahrenheit or higher, before fever reducing medication is given.</p>	The fever is normal for 48 hours without fever reducing medication.
<p><b>RESPIRATORY SYMPTOMS -</b> Difficult or rapid breathing or severe coughing that is constant and prevents the child from participating in activities.</p>	Coughing, breathing difficulties and/or other symptoms no longer affect normal activity.
<p><b>VOMITING -</b> Vomited two or more times OR any vomiting if it is accompanied by other symptoms such as fever, behavioral changes, abdominal pain, or diarrhea.</p>	48 hours after vomiting has stopped.
<p><b>DIARRHEA -</b> An increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms.</p>	48 hours after the last loose stool.
<p><b>RASH or SKIN PROBLEMS</b></p>	<p>Rash disappears or is diagnosed as not contagious.                      Impetigo - 48 hours after treatment begins and lesions are dry or can be covered with bandages.                      Scabies - 48 hours after treatment begins.                      Chicken Pox - until blisters have dried into scabs, about 6 - 10 days after onset.                      Ringworm - 48 hours after treatment begins.</p>
<p><b>CONJUNCTIVITIS (Pinkeye) -</b> Tears, redness of eyelid lining, irritation followed by swelling and discharge of pus.</p>	48 hours after treatment begins.
<p><b>HEAD LICE</b></p>	First treatment is completed, no live lice are seen, and you have removed ALL nits (eggs).
<p><b>STREP THROAT / SCARLET FEVER</b></p>	48 hours after treatment begins AND child is without fever.
<p><b>GENERAL LETHARGY -</b> When a child is not able to participate in activities with reasonable comfort and requires more care than the program staff can provide without compromising the health and safety of other children.</p>	Condition improves.
<p><b>HAND-FOOT-AND MOUTH-</b> A mild but highly contagious viral infection common in preschool children. Hand-Foot-and-Mouth disease is characterized by sores in the mouth and a rash on the hands and feet. It spreads from person to person, usually through unwashed hands or contaminated surfaces. The most common cause of Hand-Foot-and-Mouth disease is coxsackievirus infection.  <b>Signs and symptoms</b>                      The signs and symptoms of hand-foot-and-mouth disease include: fever, sore throat, painful red blister-like lesions on the tongue, mouth, palms of the hands or soles of the feet, headache, fatigue and irritability in infants and toddlers.</p>	<p>The usual period from initial infection to the onset of signs and symptoms (incubation period) is three to seven days. Fever is often the first sign of Hand-Foot-and-Mouth disease, followed by a sore throat and sometimes a poor appetite and the feeling of being sick (malaise). One or two days after fever begins, painful sores may develop in the mouth or throat. Rash on the hands and feet can follow within one or two days, and may also appear on the buttocks. Hand-Foot-and-Mouth disease may cause all of the described signs and symptoms, or just a few of them.</p>

## Code of Conduct for Tustin Parks and Recreation Youth Programs

Please review the following Code of Conduct with your child and provide your acknowledgment.

### **General Conduct**

1. **Respect for Others:** Treat all staff, volunteers, and other participants with courtesy, respect, and consideration. Disruptive behavior, abusive language, or harassment of any kind is strictly prohibited. Fighting, bullying, and/or aggressive behavior will not be tolerated.
2. **Cleanliness:** Please help us maintain a clean and welcoming environment by disposing of trash in designated receptacles and keeping spaces tidy. Food and beverages are only permitted in designated areas.
3. **Safety First:** For the safety of all, avoid obstructing walkways and exits. Running, roughhousing, and any hazardous activities are not allowed within the facility. Follow staff instructions and guidelines.
4. **Dress Code:** Be properly clothed at all times. Proper attire consists of a shirt/top, pants/skirt, and closed-toe shoes.

### **Facility Use**

**Noise Levels:** Out of respect for all participants, please keep noise to a minimum in shared areas. Music, presentations, or other amplified sound should be kept at a reasonable volume.

### **Playground Rules**

1. No equipment/toys on the playground structure.
2. No climbing up the slides.
3. One at a time going down the slides.
4. No throwing woodchips or sand.
5. No playing with sticks.
6. No eating on the playground structure.
7. Must wash hands before going out to snack and/or lunch.
8. Must stay within the boundary set by staff members.

### **Restroom Rules**

1. Ask a staff member before going to the restroom.
2. Take a buddy when going to the restroom.
3. When using the restroom, only one person in each stall.
4. Keep restroom clean – do not leave trash on the floor, keep water in the sink, throw trash in proper receptacles.
5. No yelling or playing in the restroom.

6. If the restroom requires attention, please notify Program Staff.

**Prohibited Items**

- 1. Bicycles, mopeds, and skateboards are not allowed inside the center. Please use the provided bicycle rack outside of the facility.
- 2. The possession, use, or distribution of alcohol, weapons, or illegal substances is not permitted on the premises.
- 3. Panhandling and soliciting is prohibited.
- 4. Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance is prohibited.
- 5. All animals, except service animals, are not allowed within the center.

**Additional Guidelines**

- 1. **No Smoking or Vaping:** Smoking and vaping are strictly prohibited within the facility and within 25 feet of all entrances. Follow nonsmoking policies as stated by the Tustin City Code Section 4120 et seq. Smoking and vaping is prohibited for individuals younger than 21 years of age.
- 2. **Lost Items:** The facility is not responsible for lost or stolen items. Please keep personal belongings secure and within sight. It is recommended to label personal belongings.
- 3. **Compliance with Staff Requests:** All participants and their families must comply with requests from Program Staff who are authorized to enforce this Code of Conduct to maintain a safe and welcoming environment.
- 4. **Loitering:** Loitering, lying down, and/or appearing to be sleeping in/around the center is not permitted.
- 5. **Signage:** Adhere to all posted rules and signs.

**Violations**

Participants who do not follow the Code of Conduct may be suspended or removed from the program.

Thank you for helping us create a safe and enjoyable space for everyone at the Columbus Tustin Recreation Center After School Program (ASP).

Child's Name	Child's Initials	Date
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Parent/Guardian Name	Parent/Guardian Signature	Date
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