
TCPUD- Recreation Department,
Recreation Afterschool Program (RAP)

Parent Handbook



Tahoe City Public Utility District

Tahoe City PUD Parks and Recreation
401 West Lake Blvd., Tahoe City, CA 96145
530-583-3440

Program Overview

Welcome and thank you for choosing our Recreation Afterschool Program (R.A.P.) R.A.P. is located in portable classroom #24 at Tahoe Lake Elementary School, 375 Grove St, Tahoe City, CA 96145. Program hours for R.A.P. are from school dismissal until **5:30pm** on regularly scheduled school days. The program follows the TTUSD school calendar for holiday closures and is open early on Minimum Days.

Program Goals

R.A.P. is an inclusive after-school program for TK-5th grade students. RAP Staff create a positive program space that allows participants to grow in a safe and enriching environment. Our staff are dedicated to supplying engaging and enjoyable programming for all participants.

Program Schedule

The staff strives to maintain a consistent schedule with a variety of activities to choose from including arts & crafts, sports, active and passive games, and academic time. A sample program schedule is as follows:

2:15-3:00- Check In: review daily activity schedule then recess outside or in gym.

3:00- Snack

3:15-4:00- Scheduled Activities: structured activities with focus on Recreation and Sports, Games, Education, Community and Character and Arts & Crafts. Activities and Specialty programs change daily.

4:00-4:30 - Academic Time: Dedicated time for homework, reading, or educational skill building. R.A.P staff will support and encourage children during this self-guided time.

4:30- 5:00 – Kids Choice: activities guided by the kids!

5:00- 5:30 - Clean Up and Pick Up.

Program Calendar

R.A.P. follows the TTUSD School Calendar and will be closed on designated holidays and will open at 12pm for Minimum Days when school lets out early.

R.A.P will close at **4:30** on days when school events take place afterschool (i.e Back-to-school Night) to ensure proper pick-up and safety as children and adults arrive on campus. Early closures will be posted in the RAP room and parents will be notified ahead of time.

Snack

A small afternoon snack is provided daily at 3:00pm. Please let us know if your child has any food allergies so we can arrange appropriate accommodation. Parents are encouraged to pack additional snacks as needed for their child's preferences however, we do ask that snacks are premade and do not require additional preparation (microwaving, cooking, etc.)

Sign-In and Sign-Out Policy

Parents/ guardians may pick up at any time during R.A.P. Each day R.A.P. staff will sign in for each child as they arrive. **Parents/ guardians must sign their child out during pick up.** When picking up your child at the end of each day, please sign out on the same attendance sheet including time of pick up. Children may be in various locations depending upon the time of pick-up. R.A.P staff will be available to help locate your child and their belongings.

Please inform us if individuals other than yourself may be picking up your child. Emails can be sent to recreation@tcpud.org or please give us a call at 530-583-3440.

- **CALLING TO CHECK OUT**

- For safety reasons, TCPUD asks that all checking out be done **in-person**. Occasionally and with prior notice, parents may call to pick up and their child may walk down to the parking lot.
- Parents/guardians or approved adults must speak with RAP staff members before their child can be dismissed to walk to the parking lot to pick up or walk home. Please call, **NOT TEXT**, for pick up to ensure proper communication with RAP staff.
- Parents/guardians must be **ON SITE** before calling to pick up. R.A.P staff may not be available to walk children down to the parking lot.

- **LATE PICK UPS**

- Please contact R.A.P staff as soon as possible, if you will be picking up your child after 5:30 pm.
- Consistent delinquent pick ups may result in additional charges and/or suspension from the RAP program.

Walk Home Policy

A Walk Home form must be completed for your child to leave R.A.P. without parent/guardian sign out. This form grants permission to leave school without adult supervision and leave campus. Students may walk home only when a permission form is signed, dated by a parent or guardian, and is on file at R.A.P. If we do not have this form, your child will not be released without authorized adult supervision. Forms are available at R.A.P. or upon request by emailing recreation@tcpud.org.

Snow Days

R.A.P. follows the TTUSD Snow Day policy and will be closed if school is closed. In the event of deteriorating weather, parents may be contacted for early pick up to ensure safety for program participants and staff.

Personal Belongings

Children are responsible for their personal belongings. Staff will not be held accountable for lost articles, and it is highly encouraged to write your child's name on their belongings. Children are asked to bring a backpack for supplies. **Please leave personal toys, cards, and sports equipment at home.** R.A.P. kids may be allowed to bring items for specific programs, and we will specify when that is.

Outside play is a big part of R.A.P. Please send your child with appropriate clothing including snow gear (snow pants, jacket, hat, gloves, and snow boots) whenever there is snow on the ground. Children must have snow boots to play on or in the snow and must have a jacket if temperatures are below 50 degrees Fahrenheit.

Cell Phone Policy: R.A.P will follow Tahoe Lake Elementary guidelines as a "Connected Device Free" School. Cell phones, smart watches, or tablets should stay in a child's backpack during RAP. If you need to speak with your child during R.A.P., please contact our staff at 530-582-2707 (R.A.P. Room), call the Recreation Office at 530.584.2834 or email recreation@tcpud.org. Parents are encouraged to make all after-school arrangements prior to coming to R.A.P to ensure a clear and consistent schedule.

Illness and Injury

If a child's health is questionable to the staff or the child tells us he/she is not feeling well, parents will be asked to pick up the child **immediately**. Parents are expected to pick up the sick child within 45 minutes. If a child does not attend school on a regularly scheduled school day due to illness, he/she cannot attend R.A.P. If an accident occurs during the program, staff will notify a parent/guardian as soon as possible. Please keep phone numbers and emergency contacts' current. If staff decide a child needs immediate medical attention, professional medical personnel may be called to transport the child to the hospital at the program participant's expense.

Younger children should have a change of clothes/ underwear in case of a bathroom accident. Parents will be called to pick up their child immediately if an accident occurs and a child does not have a change of clothes.

Behavior Policy

Discipline at R.A.P. is used as a *learning opportunity* rather than a *punitive experience*. Staff encourage children to respect themselves, each other, staff, and property. Program rules and expectations are regularly reviewed and posted in each R.A.P. space. When children violate program rules, discussion with the child will occur using independent and supportive problem solving and emotional regulation techniques. If continued violation occurs, a written report will be filed, and parents will be notified of behavior problems. Staff will not discuss disciplinary issues regarding other children in the program. Recurring behavioral problems may lead to suspension and/or expulsion from the program. In the event of a physical fight, parents of the children involved will be called and expected to pick up their child immediately.

Participants may be suspended from the program for:

- Creating an unsafe situation for themselves or other children.
- Damaging school or RAP property.
- Inappropriate or disrespectful treatment of RAP Staff.

Termination Policy

Participants may be removed from the program for the following reasons:

1. Behavior that has a consistent or extreme adverse effect on other children, themselves or Staff.
2. Discipline or behavior problems requiring excessive Staff attention.
3. Disregard of program expectations and/or inappropriate behavior by parents/guardians.

No refunds will be given for suspensions or expulsions.

RAP Contact Information:

RAP Room: 530-582-2707

Paloma Gonzales, Recreation Supervisor

pgonzales@tcpud.org

Cell: 530-448-7002 (preferred)

Office: 530-584-2594

Cory Fisher, Recreation Supervisor

cfisher@tcpud.org

Cell: 530-448-7001 (preferred)

Office: 530-584-2837

Carley Balint, Administrative Technician- Recreation

recreation@tcpud.org

Office: 530-584-2834