

**City of San Gabriel
Community Services Department**

The After School Recreation Program at your child's school will begin August 15, 2016. This program, which is sponsored by the City of San Gabriel's Community Services Department, will continue throughout the school year except for pupil free days and school holidays.

This program is a sign-in and sign-out program. Parents and guardians must sign their child out before leaving the site. Recreation Leaders will have the children sign themselves in when they arrive after they are released from school. Recreation Leaders are not responsible for children who choose not to attend and leave after school. Parents and guardians should encourage their children to attend the program. If you are uncomfortable with this policy, your child may not be suited for this program.

The activity your child is participating in is: <u>After-School Recreation Program</u>
Program takes place: <u>Monday - Friday 2:30 p.m. - 5:00 p.m. & Wednesdays 1:30 p.m. - 5:00 p.m.</u>
Activities Include: <u>Homework Assistance, Arts & Crafts, Games & Activities</u>
The duration of this session is : <u>August 15, 2016</u> through: <u>November 5, 2016</u>

Only the playground areas where the after-school program is held will be supervised by recreation leaders. Please be aware of the hours of the program listed above. Students are not permitted to loiter about the campus during the program. Your cooperation in preventing a loitering problem is appreciated by the Community Services Department and school administration. Please be advised Recreation Leaders leave the school site as soon as the program has concluded. Their departure ends the department's supervision of your youth.

Participants are not covered by insurance through the City of San Gabriel or the Community Services Department. Student accident insurance may be obtained through the school district.

For additional information, Please call (626) 308-2875.

-----Please Detach-----

Waiver of Liability - Photo Release

Name of Youth: _____ Birthdate: _____ Grade: _____

Address : _____

Day Time Phone: _____ Evening Phone: _____

Email Address: _____ School: _____

The youth whose name is listed above has my permission to participate in the After School Recreation Program. Through this registration form, I realize that no medical insurance is provided for the City of San Gabriel activities and agree to assume the risk for any injury, death or loss of property related to the participation of my dependent. I agree to make no claims against the City of San Gabriel or any of its officers, employees, agents or volunteers for any injury or incident arising from this activity, however caused, including liability for negligence. My dependent is physically able to participate in this activity. I consent to any medical treatment my dependent needs while involved in this activity and I agree to pay for it. I hereby consent to the use of photographs for any municipal purposes.

Known Allergies: _____

Known Medical Problems: _____

Print Name of Parent or Guardian : _____

Signature of Parent or Guardian : _____ Date : _____



City of San Gabriel

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Dear Parents or Guardians,

Your child is invited to participate in our free after-school sports program. The after school recreation program is open to 2nd through 5th graders. The program will run from 2:30 p.m. to 5:00 p.m. (or until dark), Monday thru Friday and 1:30 p.m. to 5:00 p.m. on Wednesdays. Each playground will have the traditional sports program as well as homework assistance and arts and crafts. Participants in 3rd, 4th and 5th grade will have the opportunity to represent their school and play flag football or volleyball. Please stop by and meet the Recreation Leaders. All participants must have a parent or guardian complete and sign a Participant Information Form with an Emergency Card and return it to their Recreation Leader.

We realize it can be challenging to pick-up your child on time, however in order to maintain our free program, we have had to institute a late fee. If the recreation leaders are required to stay at the school site after 5:00 p.m. because a child has not been picked up, the parents will be charged a fee.

After 5:00 p.m. you will begin to incur a charge for every minute that your child is on site past the close of the day's program.

- 0-5 Minutes Late = \$5
- 6-10 Minutes Late = \$10
- 11-15 Minutes Late = \$15
- 16-20 Minutes Late = \$20
- 21-25 Minutes Late = \$25
- 26-30 Minutes Late = \$30

If the participant remains on the playground site for more than 30 minutes after the close of the program (after 5:30 pm) the San Gabriel Police Department will be contacted to pick-up your child. You will then report to the Police Department to retrieve your child.

Late fees must be paid at the Recreation Center, 250 S. Mission Dr. in San Gabriel, by the end of the following week in order for your child to continue in the program.

If you have any questions please feel free to contact the Community Services Department at (626) 308-2875 for more information. We appreciate your understanding and your adherence to this policy.

Please sign and return the bottom portion of this letter to that you are aware and agree to this policy.

I am aware of the City of San Gabriel fee I will be charged if I do not pick-up my child(ren) from the after-school program by 5:00 pm.

Child's Name: _____ Parent's Name Printed: _____

Parent's Signature: _____ Date: _____

Community Services Department 250 South Mission Drive, San Gabriel

Mail P.O. Box 130, San Gabriel, California 91778-0130 • **Adult Recreation Center** 324 South Mission Drive, San Gabriel
♦ 626-308-2875 ♦ FAX 626-308-0604 ♦