Welcome to Vista
Before and After School Club!
2020/2021 School Year

I hope that everyone had a great summer. My staff and I are very excited about this upcoming school year. To get this year started off right, we wanted to provide you with some important information about the club. If you have any questions, please feel free to contact the club at (805) 582-2749, or just stop by between business hours.

DIRECTOR: Cody Hosking

Greetings parents, I look forward to having an awesome second year here at the Vista ASC with you and your children. I have been working with the park district for the past six years. I have worked my way up from a counselor to where I am now. Our daily schedules will consist of engaging and exiting group games, as well as daily crafts. We will have video game play on Fridays. The two most important things to me are that the kids are safe, and they are having fun. I will be available to answer any questions about the club and how it will be run. I look forward to meeting everyone.

CLUB HOURS

Our before school club hours are 6:45am to 8:00am. We do not allow campers to arrive any earlier than 6:45am, as our staff needs time to arrive each morning and get ready for the day. The children are dismissed for school at 7:45am, with our kindergartners being walked to their morning assembly area. Note that Before School Club is separate from our After School Club and must be signed up and paid for before any child attends.

Our after-school hours begin with school dismissal at 2:09pm. Kindergarteners will be picked up from their classrooms by a staff member. The club closes at 6:00pm sharp.

Please be aware that there is a $10 late fee for every 15 minutes (or thereof) that a child is picked up late. If a parent will be late, please notify us as soon as possible by calling the After School Club. If a child has not been picked up by 6:45pm and we are unable to contact the parent or an authorized person to pick the child up, our Park Rangers will be notified, and the child will be taken to the Simi Valley Police Department. Please note that all efforts are made to prevent us from calling the police. Counselors are not permitted to take home a late parent’s child due to safety reasons.
REGISTRATION

Registration occurs online at https://rsrpd.maxgalaxy.net/Home.aspx

Requests for enrollment changes (including withdrawal from the program), must be communicated to the Park District office before the 25th of the month. All changes are effective on the 1st of the month and not before. **New registration must be made 48 hours in advance of the first day of attendance, same day registration not available. ePact profile must be completed before the first day of attendance.**

CAMP CLOSURES

Monday, September 6th- Labor Day
Thursday, November 11th- Veterans Day
Thursday/Friday November 25th-26th- Thanksgiving
Friday, December 24th- Christmas Eve
Friday, December 31st- New Year’s Day observed
Monday, January 17th- Martin Luther King Jr. Day
Monday, February 21st- President's Day
Monday, May 30th- Memorial Day

ALL DAY CAMPS

Information on All Day Camps will be given closer to the date of the day in question. They typically are themed and have special activities. Children may bring toys from home if previously stated.

WINTER AND SPRING BREAK CAMP

These break camps may stay on campus or will combine with one other camp. We will have a schedule and “Intent to Attend” form closer to the actual break. We will be open 6:45am-6:00pm Monday through Friday unless otherwise noted.

PICKING UP/DROPPING OFF YOUR CHILD

Please make sure to walk your camper in each day – do NOT drop them off at the street and ask them to walk in on their own. We require your initials at sign-in. Please make sure to **ALWAYS BRING ID** when picking your child up for the day. Since we require a signature, please do not ask for your child to be sent to the parking lot for pick up, it will not be permitted.
Should you have a friend or family member picking your child up, make sure they are on your authorized pick-up list via Epact and please make sure to inform them of our hours (as well as to bring ID).

**FACE COVERINGS**

No matter an individual’s vaccination status, CDPH requires mandatory face coverings for all Kindergarten through 12th grade students and adults on K-12 schools/campuses when sharing indoor spaces. Masks will not be required outdoors.

**OFFICIAL PAPERWORK**

If there are court documents that involve your child, i.e., restraining orders, custody papers, etc. please notify the Camp Director. We must have a copy of the court documents on file, uploaded to ePact, to acknowledge and enforce any legal matters. For your child’s protection, please share this information with us. Do not assume that if you gave us documents in the past that they are still on file. All matters will be kept confidential.

**MEDICATIONS/ALLERGIES**

If your child needs medication and the After School Club will need to administer it, please fill out a RSRPD Medication form and submit to ePact. If a physician is prescribing the medication, that physician must sign the form. For over-the-counter medications, the parent must fill out the form. We will need to know the name of the medication, the dosage, the time of dosage, and what condition it is treating. This form must be on file BEFORE the medication can be administered. If your child is ill, they will not be permitted at the club.

If your child has special food limitations or allergies, please note it on ePact and notify the Club Director. We can make a note of it and attempt to adhere to any reasonable accommodations.
POTTY TRAINING

Our staff are not trained, nor permitted, to help with any potty training or any other special bathroom needs. We will encourage children to go to the bathroom regularly, if necessary, but under no circumstances will they be permitted to change diapers or change a child’s clothes. If your child has frequent accidents or special bathroom needs, please make sure your child knows what to do and how to take care of it themselves, as staff will not be able to assist. It is also recommended to send your child with a spare change of clothes in the event of an accident. Children who have an accident will be required to be picked up as we are unable to assist in any changing or cleaning. This is for the safety of other participants.

ILL/WALKING HOME/ NON-ATTENDANCE/GOING HOME WITH A FRIEND

Safety is our number one goal. Any child showing covid symptoms or registering a fever higher than 99.5 will be unable to attend and be required to be picked up. Additional steps may be necessary before a child can be re-admitted into the program.

Please notify us if your child will not be attending the After School Club. When a child does not report to the ASC and we have not been notified of special circumstances, our policy is to contact the school, then contact a parent. Then, if need be, we will search for your child.

If you have arranged for someone other than a parent or authorized adult to pick up your child, we must receive a note letting us know the date(s) of pick up and the identity of the person, or at the very least a phone call. Remind this person that they must present ID, or we cannot release the child.

Anytime a child wants to go home with a friend or walk home, this should be pre-arranged, and the Club staff should be notified. We are unable to arrange these things at the Club, so please do it beforehand.
TOYS AND PERSONAL ITEMS

Toys and special items are to be left at home. If they are brought to school for a school related or classroom activity that’s fine, but they should stay in your child’s backpack while at the After School Club. On Fridays ONLY do we allow personal items from home to come to the Club but please note, we will not be responsible for any lost, stolen, broken, or traded items. As per school guidelines, Yu-gi-oh and Pokémon cards are not allowed on campus. School guidelines should also be followed regarding cell phones. Cell phones can be a great safety tool for the parents, but they pose some problems at the ASC, so we discourage cell phone usage. If you need to contact your child, feel free to call us at (805) 582-2749. Please use your discretion in calling as our phone is for emergencies only.

HOMEWORK

We will have time set aside each day for your child to start/complete homework. Please sign them up for our homework club so we know to have them attend. Please note that our staff are not tutors. We will make every reasonable attempt to have homework completed and correct but cannot guarantee either. As you are aware, the way material has been taught has changed over the years. We are not here to teach them the way we learned the material, but we will encourage the completion of work to the best of their ability.

ACCIDENTS, BOO BOO’S, AND REPORTS

We try to prevent all injuries or accidents, but we all know they happen. Any time a child is injured, and a counselor treats that child, we will write up a Boo Boo Report and place it onto the sign out desk. Please sign the report and hand it back to a counselor, and of course if you have any questions or concerns, do not hesitate to ask the Director or assistant. Most Boo Boos are treated with basic first aid. We will clean the wound and put an ice pack or bandage on it.

If there is any head injury of any kind, excessive blood, broken bones, or other serious injury, we will treat it to the best of our trained ability and try to contact the parent to decide where to go from there. In the case of a serious injury, parents are required to pick up their child, or staff will call for an ambulance. An Accident Report will be filled out. These do not need to be signed and are purely for documentation reasons.

In the case of an illness or suspected contagious rash, infection, etc. a parent will be notified and strongly encouraged to pick up their child. Legally, with any infectious illness a child must be sent home to protect the health of the other children.
EXTRACURRICULAR ACTIVITIES

If your child is involved in an outside activity such as scouts, sports, etc., please let us know as you would any time a child will not be coming to the ASC or will be coming late. If your child is to be picked up by a coach, tutor, teacher, leader, etc. also please let us know by updating ePact or sending a one-time email authorizing that person to pick up the child. Even if it is a teacher or parent we know, we will be unable to allow the child to go home with that person without permission from the parents.

MISCELLANEOUS

It is very important that you bring your ID with you. If you are asked more than once, that’s a good thing! It is our responsibility to ID ALL parents as they pick up their child(ren).

Our policy is to try to discourage phone calls from child to parent(s) during the workday. Most of the time a child will want to ask, “When am I getting picked up?” “Did you remember...?” or “Can I go home with...” We like to have these things worked out before they get to the ASC. Obviously, if there is an emergency or special circumstance, we would never prevent a child from calling their parent or guardian.

Donations of any kind, especially paper or pencils, are greatly appreciated at the ASC. So, if you come across any at your work or anywhere else that will be trashed, and you think it might be useful to us, please let us know or just bring it in.

If you have any questions about fees, payments, or registration please contact the Park District office at (805) 584-4400. If you have any questions or concerns regarding our program here at Vista ASC, please feel free to call us during business hours at (805)582-2749, come in and see us, or just leave a message.

Our goal is to provide the best care possible to your child, and we want all our kids to be safe and happy here at Vista ASC. Let’s all work together to make this year a success.

Looking forward to this school year!

Sincerely,

Cody Hosking & the Vista Before and After School Club Staff