



**Huntington Park Department of Parks and Recreation**  
**After School Drop-In Program FY 2025 - 2026**  
***Brought to you by the Community Development Block Grant***



*Included in this packet is information that you will need to enroll your child in the program. Please take the time to familiarize yourself with the policies and procedures for the After-school Program. If you have any additional questions, please call our office at (323)584-6218.*

**Program Overview**

The After School program is held Monday through Friday at Freedom Park located at 3801 E 61<sup>st</sup> ST, Huntington Park CA 90255. The program runs daily from 2:30pm to 5:30pm, except for Tuesdays and Fridays, where it is held from 1:30pm to 5:30pm. This program is open for children ages 6-16 years old.

**Program Curriculum**

Our goal in the program is to provide children with a safe place to study, socialize and play with the guidance of Assistant Recreation Leaders. The program consists of homework help, art or STEM activity, and outdoor play time.

**Discipline Policy**

The After School program rules are put into place to provide a safe and fun environment for all students. The following is the disciplinary policy in our program that has been established to encourage and strengthen positive behavior:

**First Offense:** Verbal warning and/or supervised break away from the group.

**Second Offense:** Written warning and a phone call with parents

**Third Offense:** Conference between the Coordinator and Supervisor within 24 hours of the incident to discuss the course of action for the child. If a child receives 3 write-ups in a 30-day period, the child will be removed from the program for the remainder of the fiscal year.

The course of action for the child will be determined by the site Supervisor and Coordinator depending on the severity of the offense. The decision will be based on the staff assessment of the child's behavior as well as the parent's involvement in aiding the participant to overcome behavioral problems.

**Personal Property**

Our staff does not assume responsibility for the personal property of any participant. For the protection of your child's personal property, please mark the items with your child's name. Items left out carelessly, not put safely away or shown to other participants will have a greater probability of being stolen. Any child caught stealing will be dealt with by an immediate conference with parents and site coordinator or supervisor.

**Please turn in this page on the first day of the program**

**Minor Injuries**

Staff will administer treatment for minor cuts, scrapes, and bruises. The injury will be logged and the parent will receive notification upon pick-up.

**Major Injuries**

In the event of a major medical emergency, 911 will be called and the participant will be transported to the nearest hospital. The parent/guardian will also be called immediately. We will use the phone numbers listed on the Emergency Contact Form if the parent cannot be located. It is the parent's responsibility to update the After School program with any changes in the emergency contact form.

**If procedures are updated during the program, you will be notified. We look forward to your participation in the After School Program.**

**After School Drop- In Program Rules**

**The After School Drop- In Program Rules include, but are not limited to the following:**

- No bullying, physical fighting, threats or intentionally causing physical or emotional harm to anyone.
- No use of profanity or inappropriate comments.
- No inappropriate behavior or gestures.
- No stealing, cheating, or lying.
- Participants must respect the After School Drop- In Program and supplies, as well as others.
- Participants will not wear gang-related clothes or clothes with inappropriate symbols.
- Participants will not damage or deface City property.
- Participants must listen to and follow directions from staff.
- Participants must respect staff and other participants.
- Participants must stay in assigned areas.
- Participants must keep their hands to themselves.
- Participants must bring their own supplies and stay seated and quiet during homework time.
- Participants may not bring any form of drugs, alcohol, or weapons to the program. Participants found with any drugs, alcohol, or weapon will be permanently banned from the After School Program.

**As a parent/guardian, I agree to:**

- I understand that this is a Drop-in program. The After School Drop- In Program is not located at a school, and it serves exclusively school-aged children and youth. The City permits children ages 7 to 17 years old to arrive and depart from the program at the child or youth's own discretion and at unscheduled times.
- Read the posted calendar, memos, notices and other important information that is posted and distributed.
- Keep staff informed about a change in my phone number or address for myself and the people listed on all After School registration forms.
- Inform the staff if something is unsatisfactory or concerning.

**Please turn in this page on the first day of the program**

- Identify relevant situations that my child may share with me (the parent/guardian), but didn't share with After School Drop-In Program staff.
- Do not display any abrasive behavior towards any staff member, another Parent/guardian or a child. Abrasive behavior may result in suspension or expulsion from the program. Parents/Guardians may not discipline children who are not their own.

**As a participant, I agree to:**

- Have fun at the After School Drop-In Program.
- Give Park staff ideas about activities I would like to see at the After School Drop-In Program.
- Tell staff if I am having problems with another participant immediately.
- Tell staff if I get hurt or do not feel well.
- Follow After School Drop- In Program rules.
- Be fully responsible for my actions and understand that irresponsible behavior will result in disciplinary action, suspension, and up to expulsion.

We have read, discussed, and now understand the After School Drop-In Program Agreement and Rules for Parent/Guardian. The City of Huntington Park is not responsible for lost, stolen or damaged items of participants. By signing this Participant Agreement and Rules form, we agree to adhere to all policies and procedures detailed in the After School Drop-In Program Agreement and Rules form.

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Print Child's Name

Date

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Print Parent/Guardian Name

Parent/Guardian Signature

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Parent/Guardian Address

Parent/Guardian Phone Number

**Child Self-Check Out**

1. Child Must Be Checked Out By 5:30pm.
2. Please Check Box Below if you choose for your child to check themselves out on their own, or they must be accompanied by a guardian.

☐ No, My Child May Not Check Themselves out    ☐ Yes, My Child Can Check Themselves Out

**Authorized Adults**

Adults stated below are authorized for emergencies and child pick up.

***Emergency Contact #1:***

Guardian Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Relationship to Participant: \_\_\_\_\_

**Please turn in this page on the first day of the program**

***Emergency Contact #2:***

Guardian Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Relationship to Participant: \_\_\_\_\_

**Allergies and Medication**

Allergies: \_\_\_\_\_

Medication: \_\_\_\_\_

Pertinent medical problems (epilepsy, diabetes, etc.) please list and explain all: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_