Afterschool Program Manual

City of Malibu
Community Services Department
23825 Stuart Ranch Road
Malibu, CA 90265
310.317.1364
MalibuCity.org/CommunityPrograms

Dear Parents,

The City of Malibu Community Services Department would like to thank you for your interest in the Afterschool Programs. This manual includes City policies, County guidelines, and health information for parents and participants. Whether this is your first time participating or you have experience with City programs, we hope you find this manual informative and helpful.

The City of Malibu Community Services Department has partnered with the Boys and Girls Club of Malibu (BGCM) to offer After School Sports and Enrichment Programs at Webster Elementary School and Malibu Elementary School. For more information, call 310.317.1364. Class registration is limited. If a class is full, please add the student to the waitlist.

Please read through the manual and keep it for future questions or reference. Feel free to reach out with any questions you may have.

Sincerely,

City of Malibu, Community Services Department
310.317.1364

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Program Philosophy and Goals

Program Philosophy

The After School Programs Philosophy of the City of Malibu Community Services Department is to teach fundamental sports and enrichment skills through quality instruction, practice, and play. The City focuses on improving each child's skill sets, self-discipline, and sense of teamwork. Participants, parents, and instructors are expected to support this philosophy.

The City of Malibu Community Services Department Mission is to Create Community through People, Parks, and Programs.

Program Goals

- Have fun!
- To encourage children's positive self-image and belief in their abilities to succeed by recognizing their talents, accomplishments, and worth.
- To provide a safe and positive environment for children to learn and develop fundamental sports or enrichment skills.
- To instill values of teamwork and cooperation.

Inclusion

The City believes in providing quality programs for every participant. Staff will make every effort to provide reasonable accommodations as needed. Individuals who require inclusion assistance must call at least two weeks prior to the first day of a program.

Contact Information and Locations

Contact Information

Malibu City Hall
310.456.2489

Malibu Bluffs Park
310.317.1364
RecAssistant@MalibuCity.org

Program Locations

Malibu Elementary
6955 Fernhill Drive
Malibu, CA 90265

Webster Elementary
3602 Winter Canyon Road
Malibu, CA 90265



Check-In/Check-Out and Late Pick-up

Check-In/Check-Out

Malibu Elementary - Non-Boys and Girls Club of Malibu (BGCM) participants will meet City Staff at the picnic tables in front of the BGCM Clubhouse. BGCM members will meet at the BGCM Clubhouse and be escorted to the program by BGCM Staff. BGCM members will return to the BGCM Clubhouse with BGCM Staff at the end of the program. Non-BGCM participants will be escorted to the gate on Grayfox Street by City Staff. Parents/guardians picking up their child will be required to sign out the child with City Staff. See page 4 for the school map.

Webster Elementary - Non-BGCM participants will meet a City Staff member by the equipment shed under the tree on the field by the basketball courts. If the participant is a BGCM member, they will meet at the BGCM Clubhouse. BGCM Staff will escort the participant to the class. BGCM members will return to the BGCM Clubhouse with BGCM Staff at the end of the program. Non-BGCM members will be escorted out to Winter Canyon Road by City Staff. Parents/guardians picking up their child will be required to sign out the child with City Staff. See page 5 for the school map.

Late Pick-up

Any length of time, 10 minutes or more from the end of the program is considered a late pick-up and is subject to the following disciplinary procedure:

1st Time - A staff member will wait with the participant until they are picked up by a designated parent/guardian. This staff member will remind the parent/guardian that this is a late pick-up and they need to arrange prompt pick-up for this participant in the future.
2nd Time - A staff member will wait with the child until the parent/guardian arrives. They will inform the parent that their supervisor will be contacting them in regards to their tardiness.
3rd Time - The Recreation Coordinator will notify the parent/guardian that their child may no longer attend the program. The registration fee for the session will be forfeited.

Malibu Elementary School



Above is a map of the programming locations at Malibu Elementary. Please see page seven to view the Inclement Weather Policy.

Program Time: 3 - 4:30 PM

Webster Elementary School



Above is a map of the programming locations at Webster Elementary. Please see page seven to view the Inclement Weather Policy.

Program Time: 3 - 4 PM

What should my child bring to class?

- Activity appropriate clothing
- Sunscreen
- Hand Sanitizer
- Reusable water bottle labeled with the participant's name
- Snack or lunch (peanut free, child must be able to open packaging)
- No jewelry please



Policies and Code of Conduct

Absences

In the event that your child will be absent, please call Malibu Bluffs Park at 310.317.1364.

Code of Conduct

Appropriate social behavior is requested for all programs and facility use. Individuals are encouraged to act in a way that will not hurt another person physically, mentally, or emotionally. A participant may be asked to withdraw from a class or program or leave a facility if the behavior does not comply with program and facility standards.

Discipline Policy

Staff and Instructors use positive methods of guidance. They communicate with children when solving problems. It may include providing alternate choices or assisting the child with problem-solving. The parent's responsibility is to inform Staff and the Instructor if their child has any behavioral or physical challenges that may affect their participation in activities. Staff will document all behavior problems and incidents. When a child does not follow the participant's expectations, staff may separate the child from the group for an age-appropriate amount of time. They may discuss the inappropriate behavior with the child before returning to the program. City staff will notify parents of any problems during the program. For further incidents, the consequence may result in a suspension. An additional incident following the suspension may result in expulsion from the program. The registration fee may be prorated and/or refunded.

Inclement Weather

In the event of rain or extreme wind during the program, the City will make every effort to conduct the program, including alternate locations and activities. The City of Malibu will only issue a credit or refund if the program's full-day is canceled. Participants may need to be picked up if the weather prevents the program from occurring.

Medical

Illness

If your child is exhibiting any signs or symptoms of illness, please keep your child at home, notify City Staff, and consult a physician. The parent or guardian will be notified if a child should become ill during the program.

Injury

If a child is injured during a program, first aid will be administered, and 911 will be called if necessary. Staff will let the parent/guardian know if their child needs to be picked up or is transported by emergency vehicle to the hospital. The parent/guardian will be responsible for the emergency medical charges for all services rendered. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pick up their child. The emergency contact will be notified in any event in which the parent/guardian cannot be reached. All injuries and illnesses will be documented by staff.

Medication

The City does not dispense medication during programs. Any special needs should be discussed with the Recreation Coordinator.





Refunds, Photos/Videos and Registration Minimums

Photos and Video Release

I understand the City retains the right to use photos taken of me and/or my child during activities for publicity purposes.

Registration Minimums

Minimums vary for each after school program. Programs will be canceled if minimum pre-registrations are not met the Friday before the program is scheduled to begin.

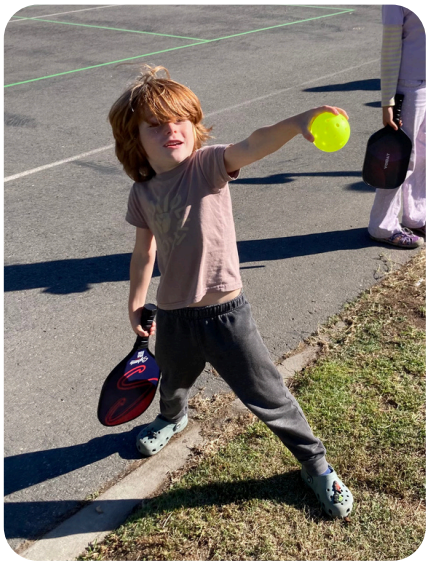
Refunds

If the Community Services Department cancels a program due to low enrollment, the City will refund the class fee. Programs that cancel after the first meeting date will be issued a prorated refund.

In the event of illness or an unforeseeable event, a refund or a transfer to another program may be issued with the approval of the Recreation Manager. There will be a $10.00 service charge per participant, per program, for all refunds of a program that are not canceled by the City.

A refund request must be submitted one week before the program start date. For a full description of the refund policy, please visit MalibuCity.org/RefundRequest





Stay Connected

Let's Be Friends

The Community Services Department is committed to ensuring Malibu community members have resources to maintain healthy lives, promote mental wellness, and continue to have extraordinary experiences. Follow us on social media for updated facility information and current program oferings.

Facebook @MalibuCommunityServices

X @MalibuCSD

Instagram @MalibuCommunityServices

YouTube.com/CityofMalibu/Videos

MalibuCity.org/NotifyMe

