



City of Torrance Community Services Department

www.TorranceCa.Gov (310) 618-2930

"Creating and Enriching Community Through People, Programs and Partnerships"

AFTER SCHOOL CLUBS 2009-2010

Monday through Friday

(Torrance Resident Application)

The **After School Club** is for children in grades **first through eighth**. The program is held on school campuses Monday through Friday, after school until 6:00 p.m. **Late fees will be charged beginning at 6:01 p.m.**

PROGRAM CURRICULUM:

The program goals and objectives are to provide students with a safe and nurturing environment where they can build their self-esteem by strengthening their communication, team building and socialization skills.

The After School Clubs provides: homework time, self-esteem building games, community service projects, field trips, communication building activities, arts and crafts, sports and snacks.

PROGRAM COST AND PAYMENT POLICIES:

First Payment:	\$377 due with application.	Covers Sept. 10 – Dec. 4, 2009.
Second Payment:	\$377 due Nov. 16, 2009.	Covers Dec. 7, 2009 – March 19, 2010.
Third Payment:	\$377 due March 8, 2010.	Covers March 22 – June 24, 2010.

THERE WILL BE NO REMINDER NOTICES OR EXTENSIONS FOR PAYMENTS.

MAIL-IN/FAX-IN REGISTRATION: July 7, 2009 through July 21, 2009.

WALK-IN REGISTRATION: Begins August 18, 2009.

Mail in and fax in registrations will be returned if postmarked or received prior to July 7 or after July 21, 2009.

SCHOLARSHIPS: A limited number of scholarships are available. Scholarship applicants must have their scholarship approved at least one week prior to turning in a registration form. Scholarship applications are available at the Community Services Department Registration Office. Applicants must provide proof of residency and a copy of their tax return or proof of income. You will be notified by mail. Scholarships are awarded once per year.

METHOD OF PAYMENT: Payments can be made by check, cash, money order or credit card (Visa or MasterCard). **DO NOT MAIL CASH.** Checks and money orders should be made payable to the "City of Torrance."

PAYMENT SOURCE: If payment is from two separate parties, they **MUST BOTH** accompany the application. Applications with partial payment will not be accepted.

CANCELLATIONS/REFUNDS/INSUFFICIENT FUNDS:

- Cancellations must be received in writing. Refunds will be prorated. ALL refunds will be calculated on a weekly basis. Requests received in the middle of the week, will be prorated from the following Monday. A service fee of 20% or maximum of \$25.00 will be deducted from all refunds.
- If your payment does not clear because of insufficient funds, you will lose your space in the program. In addition to the \$25.00 returned check fee, a 20% or maximum of \$25.00 service fee will be charged if you are dropped from the program.

REGISTRATION GUIDELINES:

Applications are accepted on a first come, first served basis according to date sent (not by time). Registration is handled at the Community Services Department Registration Office.

ALL applications must be accompanied by:

1. Current Proof of Residency
2. Proof of School Registration
3. Payment (faxed applications MUST include credit card information with signature). Applications received without this information cannot be processed, even if you have previously been in the program.

Once applications are processed, receipts will be mailed after July 23, 2009. A self-addressed, stamped envelope is required. This is not required for faxed applications. If you do not receive your receipt by August 4, 2009, please call the Registration Office at (310) 618-2720.

RESIDENT INFORMATION:

PROOF OF RESIDENCY: Proof of residency will be required at the time of registration. Acceptable forms of proof are: Car registration, car insurance, California driver's license, or a recent utility bill (phone bills will not be accepted). Your address must be current and reflect the home school your child attends. (Please send photocopy as originals will not be returned.)

NOTE: Individuals with the zip codes 90502 and 90501 and live east of Western, are not considered Torrance residents.

PROOF OF SCHOOL REGISTRATION: Your child must already be registered in the school prior to registering for the program. Proof of school registration will be required at the time of registration. Acceptable forms of proof include: most recent report card, report card envelope, school ID or school acceptance letter. New 6th grade students must provide a copy of their 5th grade year end report card. Participants that have been granted Intradistrict permits will be required to provide a copy each year with their application. (Please send photocopy, as originals will not be returned.)

NOTE: Most schools are closed during the summer. Obtain your proof of registration prior to the end of the school year. Your child's report card or the report card envelope is an excellent form of proof.

WAITING LIST PROCEDURE:

Once the program has reached capacity, applicants are placed on a waiting list.

If the program is filled during mail-in registration:

- Applicants will receive notice by mail that they have been placed on a waiting list and what number they are on the list. Checks will be returned to you by mail. If a space opens up, the applicants will then be notified by phone in the order that they are on the waiting list. Spaces will only become available if an applicant currently enrolled in the program cancels.
- Once you are called from the waiting list, you will be given three (3) working days to register. If you do not register within three (3) working days, you will be removed from the waiting list and the next participant on the waiting list will be called. Registration fees are due at the time you register. Please be sure to notify the registration office if your phone number or address changes.

If the program is filled during walk-in registration:

- You will be notified at the time you attempt to register if the program is full. You can sign-up for a waiting list at that time. The same procedure as above will apply for getting into the program.

AFTER SCHOOL CLUB LOCATIONS:
Arnold Elementary School
Bert Lynn Middle School
Carr Elementary School
Casimir Middle School
Edison Elementary School
Fern/Greenwood Elementary School
Levy Middle School
Madrona Middle School
Magruder Middle School
Richardson Middle School
Torrance Elementary School
Victor Elementary School
Walteria Elementary School
Yukon Elementary School

AFTER SCHOOL CLUBS EMERGENCY FORM

In order to complete the registration process, you must submit an Emergency Form no later than 5:00 p.m. Wednesday, August 27, 2009. Your child will not be allowed to attend the After School Program, unless this form is received. The Emergency Form will be mailed to you along with your receipt.

Fax-in: (310) 781-7598

Walk-in: Monday through Thursday, and alternating
Fridays 8:00 a.m. to 5:00 p.m.

Mail-in: City of Torrance Community Services Department
After School Programs
3031 Torrance Boulevard
Torrance, CA 90503

AFTER SCHOOL CLUBS PARENT MEETING

A mandatory parent meeting will be held on Thursday, September 10, 2009. All meetings will be held in the cafeteria at your child's school, except:

Bert Lynn will be held in room 34.

Casimir will be held in Room 3.

Fern/Greenwood will be held at Greenwood Park.

Richardson will be held in room 1.

The schedule is as follows:

Elementary and Middle Schools: 6:00 p.m.

Middle Schools: Parents/guardians that have children in both the middle school and elementary schools will be allowed to attend a later session at 6:30 p.m.

The Parent Handbook will be available at www.TorranceCA.Gov.

Have you included the following?

(Check each box)

Completed application

Proof of residency

Proof of school registration

Payment (If using a credit card, please include expiration date. If paying by check, please make checks out to "City of Torrance.")

Self-addressed stamped envelope (not required for faxes)