



City of Torrance Community Services Department  
[www.TorranceCA.Gov](http://www.TorranceCA.Gov) (310) 618-2930  
"Creating and Enriching Community Through People, Programs and Partnerships"

## **AFTER SCHOOL CLUBS 2009-2010**

### **Monday through Friday**

(Non-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 provide:** 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:**

<b>First Payment:</b>	\$442 due with application.	Covers Sept. 10 – Dec. 4, 2009.
<b>Second Payment:</b>	\$442 due Nov. 16, 2009.	Covers Dec. 7, 2009 – March 19, 2010.
<b>Third Payment:</b>	\$442 due March 8, 2010.	Covers March 22 – June 24, 2010.

THERE WILL BE NO REMINDER NOTICES OR EXTENSIONS FOR PAYMENTS.

**REGISTRATION: Begins September 1, 2009. Registration is walk-in only. Please do not mail or fax your application. Mail-in and fax-in registrations will be returned.**

**METHOD OF PAYMENT:** Payments can be made by check, cash, money order or credit card (Visa or MasterCard). 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.

**NON-RESIDENT REGISTRATION GUIDELINES:**

The After School Club Program is designed for Torrance residents. Torrance residents will have the first opportunity to register for the program. After the resident registration, non-Torrance residents will have an opportunity to register for any remaining spaces. Applications are accepted on a first come, first served basis according to the date received. Registration is handled at the Community Services Department Registration Office.

ALL applications must be accompanied by:

1. An approved Torrance Unified School District Permit for the current school year.
2. Payment

**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. An approved current Torrance Unified School District permit will be required at the time of registration. The Torrance Community Services Department cannot assist you in getting a permit. Childcare with the Torrance Community Services Department cannot be the reason you list for your permit, since you are not eligible to enroll until you have been issued a permit.

**WAITING LIST PROCEDURE:**

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

**If the program is filled during 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.
- 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.

The After School Club is offered at the following locations:

Elementary Schools

- Arnold Elementary School
- Carr Elementary School
- Edison Elementary School
- Fern/Greenwood Elementary School
- Torrance Elementary School
- Victor Elementary School
- Walteria Elementary School
- Yukon Elementary School

Middle Schools

- Bert Lynn Middle School
- Casimir Middle School
- Levy Middle School
- Madrona Middle School
- Magruder Middle School
- Richardson Middle 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. Monday, September 7, 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](http://www.TorranceCA.Gov).

