

The Rec Family Handbook – Table of Contents

1. Welcome & Vision

- 1.1 Welcome to The Rec
- 1.2 Our Mission
- 1.3 Why Afterschool Matters
- 1.4 Youth Program Quality Assessment (PQA)
- 1.5 The 4 Be's – Core Values

2. Core Program Components

- 2.1 Academic Time
- 2.2 Enrichment Opportunities
- 2.3 Our Two-Tiered Model (TK–5 & 6–8)
- 2.4 Spirit of Rec Pride Assembly
- 2.5 Rallies and Special Events

3. Program Policies & Expectations

- 3.1 Overview of Policies & Procedures
- 3.2 Attendance Policy
 - 3.2.1 Daily Attendance Expectations
 - 3.2.2 Excused vs. Unexcused Absences
 - 3.2.3 Reporting Absences
 - 3.2.4 Why Attendance Matters
- 3.3 Sign-In & Late Arrival Policy
- 3.4 Sign-Out & Pick-Up Policy
- 3.5 On-Campus Parallel Program Policy
- 3.6 Early Release Policy
- 3.7 Late Pick-Up Policy
- 3.8 Toys, Cell Phones & Electronics Policy
- 3.9 Program Meals / Outside Food Policy

4. Health, Safety & Emergency Protocols

- 4.1 Medication, Illness & Medical Emergency
- 4.2 Concussion Protocol
- 4.3 Disaster / Emergency Policy

5. Enrollment, Fees & Subsidies

- 5.1 Program Fees & Delayed Services
- 5.2 Subsidy Payments & Vendor Timesheets

6. Behavior Expectations & Interventions

- 6.1 Positive Behavior Guidelines
- 6.2 Behavior Standards for Participants
- 6.3 The “Right to Roast” Policy
- 6.4 Conflict Resolution & Self-Defense
- 6.5 Consequences for Physical Aggression
- 6.6 Harmful Language & Identity-Based Slurs
- 6.7 City of Emeryville Behavior Expectations by Place
- 6.8 Behavior Intervention Process
- 6.9 Progressive Discipline Steps
- 6.10 Immediate Suspension or Dismissal

7. Family Partnership & Conduct

- 7.1 Parent/Caregiver Conduct on Campus
- 7.2 Supporting Your Child
- 7.3 School and District Expectations
- 7.4 Communication and Student Contact

8. Legal & Administrative Information

- 8.1 Suicide Prevention Policy / Process
- 8.2 Child Abuse Reporting
- 8.3 Children’s Rights

9. General Program Operations

- 9.1 Emergency Information & Civic Rec Notices
- 9.2 Miscellaneous Policies & Information
 - 9.2.1 Closed Campus
 - 9.2.2 Staff Boundaries
 - 9.2.3 Incident Reporting
 - 9.2.4 Meeting with Staff
 - 9.2.5 Lockdowns
 - 9.2.6 Parent Visitation & Volunteering
 - 9.2.7 Custody & Legal Rights

- 9.2.8 Equipment Checkout
- 9.2.9 Damaged Property
- 9.2.10 Staff Nicknames
- 9.2.11 Lost & Found

10. Final Notes & Resources

- 10.1 Important Contacts
- 10.2 Donations & Volunteers Welcome
- 10.3 Family Agreement Page

Welcome to The Rec – Emeryville’s After-School Program

We’re excited to welcome you and your family to The Rec — a vibrant, inclusive, and high-quality after-school program for TK–8th grade students in Emeryville. Every day, we provide a safe and supportive space where students can build friendships, explore new interests, grow their skills, and be themselves — all at no cost to families.

The Rec is a proud partner of the Emery Unified School District (EUSD) and is funded through the After School Education and Safety (ASES) grant and the Expanded Learning Opportunities Program (ELO-P), both administered by the State of California and EUSD. These public funds come with clear requirements to ensure quality and equity. As such, all students and families are expected to follow guidelines set by the City of Emeryville in accordance with these grant obligations.

REMINDER: Your participation helps keep this program strong and free for all.

Our Mission

"The Rec is a safe place where students have fun, learn, grow, and connect."

Our mission guides everything we do — from the way we greet students at the door to the way we design activities that inspire curiosity, confidence, and connection. We believe afterschool should be more than just a place to spend time — it should be a space where every student is seen, valued, heard, and given the opportunity to thrive.

Why Afterschool Matters

Decades of research show that high-quality afterschool programs make a lasting difference in students’ academic, emotional, and social development:

- A study by the American Institutes for Research found that students in strong afterschool programs show measurable gains in math and reading, especially among historically underserved groups.
- A national analysis by CASEL revealed that social-emotional learning (SEL) programs help students build critical life skills such as empathy, self-awareness, and resilience.

- According to the Afterschool Alliance, youth who consistently participate in afterschool are more likely to graduate, avoid risky behaviors, and form strong relationships with caring adults.

To ensure we meet this potential every day, The Rec follows the nationally recognized Youth Program Quality Assessment (Youth PQA) model. This framework guides us in designing safe, enriching, and student-centered experiences built on five key principles:

- **Safe Environment** – Students feel physically and emotionally secure.
- **Supportive Environment** – Caring staff foster trust, respect, and belonging.
- **Interaction** – Meaningful relationships and teamwork are encouraged.
- **Engagement** – Activities are hands-on, relevant, and youth-driven.
- **Youth Voice** – Students help shape their experiences and the program overall.

REMINDER: When programs are designed with intention, kids thrive.

The 4 Be's

Just as important as what we do is how we treat one another. At The Rec, we follow the 4 Be's — our shared values that create a culture of care:

- **Be Kind** – Speak and act with empathy and respect.
- **Be Safe** – Make choices that protect yourself and others.
- **Be Responsible** – Own your actions, your space, and your growth.
- **Be Your Best Self** – Bring your best effort, attitude, and care every day.

The Rec is proud to be part of the Emeryville community and to work in close partnership with families and schools. We are committed to creating a program where young people are supported, challenged, celebrated — and truly connected.

REMINDER: We're in this together. Let's make this an amazing year. Welcome to The Rec!

Academic Time

Academic support takes place Monday through Thursday and includes both structured homework help and academic enrichment to reinforce school-day learning.

- **TK–3rd grade** students receive 20–30 minutes of homework support.
- **4th–8th grade** students receive 30–50 minutes.

On special event days, Academic Time may be shortened or adjusted.

To help your student succeed:

- Ensure they arrive with their homework, a book, and any needed supplies.
- If they finish early, students will be provided with enrichment tasks or encouraged to read.
- Rec Staff monitor participation and will reach out to families if needed.
- Approved volunteers are welcome to assist during Academic Time. Contact the Rec Supervisor for details.

While we offer a supportive learning environment, responsibility for homework completion lies with students and their families.

REMINDER: Academic Time supports school success — but students must show up ready to work.

Enrichment

Our enrichment programming empowers students to explore their interests, discover talents, and grow through hands-on, student-centered learning. Aligned with Youth PQA principles, enrichment is where creativity and curiosity thrive.

Students may participate in:

- Visual and Performing Arts
- Physical and Mental Wellness
- Gardening and Environmental Education
- Sports and Fitness
- STEAM (Science, Technology, Engineering, Arts, Math)
- Cooking and Nutrition
- Creative Writing and Poetry
- Character Development and Mentorship

We encourage families to join us for performances and showcases throughout the year. These events highlight students' hard work and offer a window into the joy of learning at The Rec.

REMINDER: Enrichment builds confidence, creativity, and connection.

Our Two-Tiered Model

The Rec uses a two-tiered structure to meet the unique needs of our elementary and middle school students:

Tier 1: TK–5th Grade Our TK–5 students follow a trimester/quarter-based themes, woven into weekly activities. Key supports include:

- Wellness curriculum focused on prevention and support
- Special programming such as Head Over Heels, Athletic Playground, and student groups like **Lion’s Roar** (boys) and **Power of the Pack** (girls)

Tier 2: 6th–8th Grade Middle school students engage in:

- A choice of clubs reflecting student interest, including Flag Football, Improv, Cooking, Intermediate Coding, and In Community Club
- Social-emotional groups like Lion’s Roar and Power of the Pack

The middle school program is vibrant, responsive, and built to empower students as they prepare for high school and beyond.

REMINDER: Every age, every stage — we’ve got your student covered.

Spirit of Rec Pride Rallies

Each month, we gather for our **Spirit of Rec Pride Assembly**, where groups compete to earn the coveted Spirit Staff. This award honors students who:

- Demonstrate Rec Spirit
- Show Acts of Service
- Exhibit Character & Responsibility
- Practice strong Conflict Management

We also have high energy cheers, chants and dance offs. Winners are recognized as leaders and role models within the program.

Special Events

Just about every month we host special themed events where families are welcome. Events include::

- Pancakes & Pajamas
- Valentine's Day Dance
- Healthy Family Festival
- Cultural and holiday celebrations

Families are always encouraged to attend and some may require RSVP. These moments help us build community and recognize the creativity and contributions of every child.

REMINDER: When we celebrate together, we grow together.

Program Policies & Procedures

We believe that strong programs are built on clear expectations and open communication. This section outlines the shared commitments and routines that help The Rec run smoothly, safely, and in service of every student. If you ever have questions or concerns, we're here to help.

REMINDER: Clear expectations create strong foundations.

Attendance Policy

Consistent attendance is one of the most important factors in your child's success at The Rec. Our program is designed to support academic achievement and social development through sustained engagement, and we rely on families to prioritize regular attendance.

Daily Attendance Expectations

- Students are expected to attend every day the program is offered.
- Students must be present at school in order to attend The Rec that day.
- Students must stay for the minimum duration to be marked present:
 - **TK/K students:** Until at least **3:45 p.m.**
 - **1st–8th grade students:** Until at least **4:30 p.m.** (Mon/Tues/Thurs/Fri) and **3:45 p.m.** on Wednesdays.

Leaving before the designated time without a valid reason and prior communication will result in an unexcused early release, counted as an unexcused absence.

Excused Absences

Absences will be excused if they fall under the following circumstances:

- Medical appointments (Followed with a doctor's note)
- Bereavement
- Participation in parallel programming (with prior notification and signed early release form)
- Physical, mental or emotional health needs of the child
- Family emergency
- Pre-approved exceptions through a Program Attendance Agreement
- Custody agreement (must provide paperwork to keep on file)

Unexcused Absences

Unexcused absences include:

- Family trips or vacations
- Birthdays or celebrations
- Personal grooming appointments
- Absences based on convenience or schedule preference

Students are permitted up to **10 unexcused absences and/or early releases** (see early release section of this manual for more information) per school year. On the **11th**, the student will be dismissed from the program. Families will receive both verbal and written notification before this action.

Reporting Absences

If your child will be absent:

- Call The Rec office directly at **(510) 596-4395** before the end-of-day bell.
- Do not report absences to school-day staff — only Rec Staff can officially track attendance.

If your child is present at school but fails to report to the program without prior notification, we will activate our missing student protocol:

1. Attempt to contact the parent or guardian.

2. Contact emergency numbers listed on the student's registration form.
3. Notify authorities if the child's location cannot be confirmed.

REMINDER: Stay connected — communication keeps your child safe.

Why Attendance Matters

The Rec is not a drop-in program. It is an intentional, structured extension of the school day designed to support academic growth, enrichment, and social-emotional learning.

Research shows that **students who attend high-quality afterschool programs regularly:**

- Feel more connected to school and community
- Show improved behavior and resilience
- Gain the equivalent of **up to 90 extra instructional days** per year

We are here to partner with families in creating strong routines and habits of attendance that set students up for success—in school and beyond.

REMINDER: Regular attendance = lasting impact. Thank you for making it a priority.

Sign-In & Late Arrival Policy

Getting to Rec on time helps students transition smoothly and sets the tone for a focused, fun afternoon.

Daily Sign-In Process:

- **TK–2nd Grade:** Rec Staff pick students up from their classrooms or designated areas.
- **3rd–8th Grade:** Students must walk directly to their Rec meeting location within **five minutes** of the final school bell.

Families are responsible for helping students know where to go and ensuring that school-day teachers are aware of their Rec participation.

Late Arrivals:

- Arrivals more than **seven minutes late** require a pass or written note from a teacher or staff member.

- After **four unexcused late arrivals**, the student may be removed from the program.
- Students found loitering or leaving school grounds before checking in to Rec will be sent home. A **second offense** will result in dismissal from the program.

REMINDER: GO DIRECTLY TO REC

Help your child build safe habits by reinforcing prompt and direct check-ins.

Sign-Out & Pick-Up Policy

A secure and organized dismissal ensures every student gets home safely—and every family stays informed.

Pick-Up Locations:

- **Before 5:00 p.m.:** ECCL lobby
- **After 5:00 p.m.:** 53rd Street gate with Rec Staff

Sign-Out Guidelines:

- The daily sign-in/out sheet is a **legal record**. Adults must sign clearly and include the time of pick-up.
- Only adults listed on the **emergency contact form** may pick up a student, unless prior approval is given via phone call.
- All new or unfamiliar adults will be asked to present **government-issued photo ID**.
- Students cannot be signed out by anyone under **18 years old**.
- Students **may not leave and return** to Rec on the same day.
- For everyone's safety, adults are not permitted to enter classrooms or learning spaces during program hours.
- Rec staff will not call a student for pick-up until the authorized adult is on-site.

REMINDER: BE COURTEOUS & PREPARED

Pick-up takes a few minutes—please allow time for your student to transition and remain respectful to all staff.

On-Campus Parallel Program Policy

We celebrate students who are active and engaged across campus! Whether they're in sports, tutoring, or student leadership, we're here to support their interests—safely.

Important Notes:

- Students **will not be released** unless they are on a school roster or you have provided us with documentation of when they should leave program to attend they're activity. The Rec is not responsible for missed days due to a lack of communication by parents regarding parallel programing.
- The Rec is **not responsible** for student supervision during non-Rec programming. Students should return the Rec if their instructor is not there or they are released early.
- Transition time between programs is also unsupervised. However, we do coordinate with programs that host TK-2nd grade to ensure a staff to contractor hand off.
- Students enrolled in tutoring are required to attend and they may be dropped if they do not. The Rec is not responsible for missed tutoring sessions.

REMINDER: KEEP US IN THE LOOP regarding any and all parallel programing

Early Release Policy

We understand that sometimes early pick-ups are unavoidable. However, frequent early releases disrupt program flow and reduce student engagement time.

Acceptable Reasons for Early Release Include:

- Parallel programs
- Medical appointments (Followed with a doctor's note)
- Family emergency
- Transportation or travel-related needs
- Physical, mental or emotional health needs of the child
- Weather concerns or daylight savings-related safety
- Pre-approved exceptions through an attendance agreement set forth by staff and parents
- Custody agreement (must provide paperwork to keep on file)

Note:

- A valid reason must be provided and documented.
- Frequent early releases may lead to **dismissal from the program** to accommodate students on the waitlist.

REMINDER: EARLY RELEASES ARE MONITORED

Every pick-up matters. Please help your student make the most of their time at The Rec.

Late Pick-Up Policy

Our team's time is valuable, and our program ends promptly at **6:00 p.m.** Regular late pick-ups put strain on staff and compromise program quality.

If you anticipate being late:

- **Call immediately:** (510) 596-4395
- **After 6:05 p.m.,** if no contact has been made, emergency contacts will be called and authorities may be notified.

Late Pick-Up Fees:

- **6:05–6:20 p.m.:** \$1 per minute
- **After 6:20 p.m.:** \$2 per minute
- Fees apply **per family** and must be paid within 48 hours to avoid interruption of services.
- After the **fourth late pick-up**, the student will be excused from the program for the remainder of the year.

REMINDER: BE PROMPT — PERSISTENT LATE PICK-UPS IMPACT EVERYONE

Thank you for honoring our time and helping us maintain a safe and respectful program culture.

Toys, Cell Phones & Electronics Policy

To create a focused, respectful, and equitable learning environment, we ask that students leave personal items that may cause distraction or conflict at home.

Please do not send:

- Toys, trading cards, slime, or handheld games
- Personal cell phones, smartwatches, or electronic devices

If seen during program hours:

- Items will be **confiscated** by staff.

- Parents/guardians must retrieve the item **in person** from the ECCL office.

Technology Guidelines:

- School-issued devices may only be used for homework or staff-approved activities.
- Any unauthorized item brought to the program will be held and returned only to an adult.
- The Rec is **not responsible** for lost, stolen, or damaged personal belongings.

If your child uses a specific object (e.g., a fidget or comfort item) for **self-regulation**, please speak to the Recreation Supervisor before sending it.

Need to reach your child? Call the ECCL front desk at **(510) 596-4395**. Students may also call home with staff permission.

REMINDER: Help your student stay present—only send what supports their success.

Program Meals / Outside Food Policy

We support student well-being through daily access to healthy snacks and consistent nutrition practices.

Snack Details:

- Snack is served **3:00–3:30 p.m.** (1:30 p.m. for TK/K).
- Students are encouraged to bring a **labeled water bottle** daily.
- Snacks must be eaten in the designated snack area per grant requirements.
- Students must **take a snack**, even if they don't eat it. Unwanted food goes in the **share bin**.

Outside Food Guidelines:

- Allowed if it meets a dietary need, is **nutritious**, or supports family preferences.
- **No fast food, soda, or sugary drinks.**
- **The Rec is a nut-free environment.**

Please Note:

- Vegetarian snacks are provided. Vegan alternatives may be sent from home and stored with staff.

- **No microwave access.**
- Candy, cupcakes, and similar treats they got from the school day or their teacher may only be eaten during snack time.
- **No gum allowed anywhere on campus.**
- Students may **not share or trade food** under any circumstances.
- Birthday/special occasion treats must be approved by the **Recreation Supervisor**, not group leaders.

List all dietary needs, allergies, or food restrictions clearly on your child's registration form.

REMINDER: Healthy snacks fuel healthy minds—thank you for supporting our food policies.

Medication, Illness & Medical Emergency

Your child's health is our top concern. Please read the following procedures carefully so we can best support them.

Medication and Health at The Rec:

- Complete the **City of Emeryville medical form** during registration.
- Staff may only administer medication provided by the parent/guardian **with proper paperwork**.
- EpiPens and inhalers are stored on-site and used only by trained staff in an emergency.
- If your child becomes ill during the program, you will be called to **pick them up within 1 hour**
- For TK-2nd grade students please send a change of clothes in their backpack just in case your child has a bathroom accident during program. If they don't have one they **must be picked up within 30minutes or a change of clothes must be dropped off**.
- Staff are not permitted to assist with toileting or clean-up. Repeated incidents may indicate readiness concerns.

Medical Emergency Procedures:

- Staff will notify a parent/guardian or emergency contact before calling 911 when possible.
- If we cannot reach anyone, we will follow the direction of emergency responders.
- Staff are only allowed to clean wounds with **soap and water**.

Students cannot attend if they have:

- Fever (must be fever-free for 24 hours without medication)
- Vomiting or diarrhea
- A severe and contagious illness
- Chickenpox, measles, mumps, or other listed communicable conditions

Students should not attend if they have:

- Pink eye
- Lice
- Ringworm or impetigo
- Unexplained rashes

REMINDER: Health is a shared responsibility—thank you for keeping our community safe.

Concussion Protocol

If your child sustains a head, neck, or back injury during Rec hours:

- Staff will perform a **concussion symptom checklist**.
- Based on symptoms, we will either:
 - Monitor your child,
 - Call for immediate pick-up, or
 - Contact EMTs for transport.
- Students may not return to the program without **written clearance from a doctor if they are taken to the hospital by emergency services**.

If a concussion occurs **outside** the program, please notify us. A **modified activity plan or clearance** may still be required.

IMPORTANT: Ensure your emergency contacts are up to date and reachable. If we cannot contact anyone within 1 hour during a medical incident, your child may be removed from the program for safety.

REMINDER: We follow best practices for head injuries—please partner with us in prioritizing student health.

Termination of Services

While we do our best to support every student and family, repeated or severe issues may result in dismissal from the program.

Students may be exited for:

1. More than **10 unexcused absences**
2. **Excessive unexcused absences and/or early releases** (over 10/year)
3. **4+ late pick-ups** (after 6:05 p.m.)
4. **4+ late arrivals** without a valid school-issued pass
5. **Ongoing behavioral challenges** after documented interventions and/or parents unwillingness to support program behavior standards/accountability structures
6. **Leaving campus or violating safety protocols**
7. **Improper sign-in/out** (e.g., unauthorized pick-up)
8. **Bringing prohibited items**
9. **Unpaid late pick-up or other fees**
10. **Parent/guardian misconduct** toward staff or other students
11. **Misuse of the program**, materials, or property
12. Failure to submit required documentation (e.g., income verification, subsidy contracts)
13. Failure to follow program policies or safety protocols
14. Not picking up within **1 hour** when required
15. The program not being a suitable match for a child's developmental or supervision needs

REMINDER: We want to partner with you. Let us know if you're struggling with any policy—we're here to help.

Dismissals are rare and always preceded by clear communication and intervention unless urgent safety concerns require immediate action.

Disaster / Emergency Policy

In an emergency, our first priority is to keep all students safe and accounted for. We follow City and School District protocols to ensure a calm and coordinated response.

If an emergency occurs:

- Updates will be recorded on our main line: **(510) 596-4395**, when safe.
- If the ECCL campus is safe, staff will **shelter in place** until students are picked up.
- If needed, we will relocate to:
 - **ECCL Gymnasium** (1170 Steve Dain Dr.) – City’s official Red Cross shelter
 - If unsafe: **Emeryville ECDC** (1220 53rd St.)
 - If ECDC is unavailable: **Emeryville Senior Center** (4321 Salem St.)

All buildings are equipped with **smoke detectors, fire extinguishers, and AEDs**, and staff are **First Aid/CPR certified** by the American Red Cross.

REMINDER: Emergencies are unpredictable—but preparation is powerful. Make sure your contact info stays current.

Program Fees & Delayed Services

Thanks to public funding through **Emery Unified School District**, The Rec is offered **at no cost to families**. However, in order to serve as many students as possible and maintain program quality, some documentation may be required.

To keep your enrollment on track:

- **Third-party subsidy** families must have **approved contracts** in place before the child begins.

No child will be denied entry due to paperwork delays, but some students—especially those requiring **specialized supervision** (e.g., IEPs or 504 Plans)—may have a **delayed start date** until staffing is secured.

REMINDER: We’re here to help—timely paperwork ensures timely services.

Subsidy Payments & Vendor Timesheets

If your child is enrolled through a third-party **childcare subsidy program**, you are responsible for the documentation required by your provider.

To avoid disruption of services:

- Sign **vendor timesheets** at the designated location **each month** to verify your child’s attendance.
- Timesheets are available at pick-up—please ask Rec Staff if you need assistance.

- If timesheets are **incomplete or missing**, we cannot bill your provider. Your child may be temporarily moved to **full pay status**, and the District will incur the cost.

We will notify you before any changes are made, but please be aware: **a spot may be offered to a waitlisted family** with an approved subsidy if your status is unverified.

REMINDER: Keep your subsidy status current—your signature keeps your child enrolled.

Suicide Prevention Policy / Process

Student mental health is a critical priority. If a child makes statements about **self-harm, hopelessness**, or expresses signs of emotional crisis, our trained staff will take immediate action.

Our process includes:

- Calmly talking with the student in a supportive manner
- Assessing risk using our internal protocol
- Contacting a parent/guardian (unless doing so increases risk to the child)
- Referring the student to **counseling or emergency services**, if needed
- Filing a report with **Child Protective Services (CPS)**, when appropriate

This is **not a disciplinary action**. It's about ensuring that every student receives the care and connection they deserve.

REMINDER: Mental wellness matters—your partnership can save a life.

Child Abuse Reporting

All Rec Staff are **mandated reporters** under California law. If we suspect **physical, emotional, sexual abuse**, or **neglect**, we are **legally required** to report it to child protective services or law enforcement.

Key Notes:

- Reports are based on **reasonable suspicion**, not proof.
- Staff cannot be retaliated against for fulfilling this duty.
- **Retaliation against a student** for disclosing abuse will itself be reported.

If you have questions about this policy, please reach out to the **Recreation Supervisor**.

REMINDER: Reporting is about protection—student safety comes first, always.

Children's Rights

Every child enrolled at The Rec is protected by **California law** and treated with dignity, respect, and compassion.

Each child has the right to:

1. Be treated with kindness and respect by staff and peers
2. Learn and play in a safe, clean environment with appropriate materials
3. Be free from punishment that causes **physical or emotional harm**
4. Participate in religious or cultural practices of their choosing
5. Not be locked in a room or restrained physically
6. Not have their movement restricted without prior parent and licensing approval

These rights are protected under **Title 22, California Administrative Code, Sections 80072 and 101223**.

REMINDER: Respecting children's rights is a responsibility we all share.

Emergency Information & Rec.us/emeryville notices

Your **Rec.us/emeryville** account is our hub for essential communication.

To stay connected:

- Keep your phone number, address, and emergency contacts **up to date**
- Check your email regularly for important announcements
- Enable **notifications** to receive time-sensitive alerts

REMINDER: Up-to-date info = faster response and better service.

Miscellaneous Policies & Information

Closed Campus: From the bell to–5:45 p.m., Rec operates as a **closed campus**. Entry is only permitted via the **ECCL lobby** or **53rd Street gate**. Please do not ask students to open gates.

Staff Boundaries:

- Staff are not permitted to connect with families or students through **personal phones, social media**, or outside of program hours.
- If you have a prior relationship with a staff member (e.g., family friend, neighbor), this must be disclosed at enrollment.
- Private services like tutoring or babysitting must be disclosed and approved in writing by the **Recreation Supervisor**.

Incident Reporting:

- All injuries, behavioral issues, or altercations will be documented and shared through an "**Ouch Report**" or "**Thought You Should Know**" form.
- Families will be contacted within **48 hours**, or sooner in urgent cases.

Meeting with Staff:

- Please **schedule meetings** with the Recreation Supervisor as needed.
- Staff will not report on students directly; all concerns must be escalated through the Supervisor.
- **Inappropriate conduct** toward staff may result in restricted campus access or removal from the program.

Lockdowns:

- In the event of a **campus lockdown**, no one may enter or exit until police give clearance.
- Details of the incident will only be shared when permitted by authorities.

Parent Visitation & Volunteering:

- Parents may **not observe** or tutor during Rec hours without prior approval.
- For volunteer opportunities, contact the Recreation Supervisor.

Observation Guidelines:

- All parent observations must be approved.

- If you see something concerning, report it to a **Supervisor**—do not interrupt programming unless it is a safety concern.

Custody & Legal Rights:

- Only a **court order** can limit a parent's right to pick up a child.
- To avoid confusion, provide all **legal documents** (e.g., restraining orders, custody agreements).
- Without documentation, staff must release the child to any verified parent.

Resolving Concerns:

- Concerns about staff or programming must go through the Supervisor.
- Confronting or pressuring staff directly is not permitted and could impact your child's continued participation.

Equipment Checkout:

- Students may borrow Rec equipment by leaving a personal item with staff (e.g., jacket, backpack).
- Lost or damaged items must be replaced by the student. Repeat issues may lead to **checkout restriction**.

Damaged Property:

- Families are responsible for damaged, misused, or vandalized materials.
- Fees will be billed and must be paid before resuming enrollment.

Staff Nicknames:

- Staff use fun, camp-style nicknames (e.g., "Hoopz," "Ladybug," "Sunshine") to promote a friendly and playful environment. It is also a point that children and staff can use to create positive relationships.

Lost & Found:

- Please **label all belongings**.
- Items left behind will be stored in the **ECCL lobby** lost and found. Unclaimed items may be donated periodically.

REMINDER: We're here to help—policies exist to ensure fairness, safety, and consistency for all families.

Positive Behavior Guidelines

At The Rec, we're committed to creating a space where every student can thrive—academically, socially, and emotionally. Our expectations are rooted in our **4 BEs: Be Safe. Be Responsible. Be Respectful. Be Your Best Self.**

These values shape everything from classroom interactions to outdoor play, and help us maintain a community of trust, empathy, and inclusion. Families play a vital role by reviewing these expectations with their students before the first day of program.

Behavior Standards for Participants

To ensure a safe and inclusive space, all participants must:

1. Follow food safety guidelines (allergies, no sharing, designated areas).
 2. Respect others' personal space and belongings.
 3. Follow staff directions the first time and ask for clarification respectfully.
 4. Use kind, respectful language to everyone.
 5. Show care for others, shared spaces, and materials (use them safely).
 6. Be open to new experiences and have fun!
 7. Stay with your group or receive permission prior to leaving the group. Return in the appropriate amount of time.
 8. Avoid foul language, teasing, bullying, or aggression.
 9. Leave toys, phones, and electronics at home (they will be held and returned to a parent/guardian).
 10. Resolve conflicts peacefully or ask for help.
 11. No play fighting—hands and feet must stay to yourself at all times.
 12. Wear your shoes at all times
-

The "Right to Roast" Policy

We recognize that playful teasing—"roasting"—is part of student culture. However, it must follow strict conditions:

- **All parties must consent.**
- Boundaries must be **clearly communicated** and respected.
- **No profanity, slurs, or personal attacks.**

If any line is crossed, the student will receive consequences per our behavior policy.

REMINDER: Humor must never come at someone else's expense.

Conflict Resolution: Empowering Positive Responses

We believe students in grades TK–8 can learn to resolve issues without resorting to violence. When hurt feelings arise:

- **Option 1:** Walk away and decide if the situation can be ignored. Use respectful inquisitive language to solve the problem.
- **Option 2:** Ask a Rec Staff member to help resolve the conflict.
- **Option 3:** Use clear, assertive language to set boundaries. Example: "That wasn't okay. Please stop, or I won't be able to keep playing with you."

When a student is physically hurt, but not in immediate danger:

- Determine if it was accidental and accept an apology if appropriate.
- Walk away if the issue can be safely ignored.
- Get help from a staff member.
- Use calm words to express boundaries. Example: "I don't like being hit. Please don't do that again."

Consequences for Physical Aggression

Physical aggression, including hitting, will be addressed as follows:

1. **First Instance** – Parent/guardian notified via a "Thought You Should Know" report; 3-day suspension from program.
2. **Second Instance** – Final warning letter issued; 5-day suspension.
3. **Third Instance** – Dismissal from program for the remainder of the school year.

Note: If a student strikes a staff member, immediate dismissal may occur depending on age and intent.

Clarifying Self-Defense

1. If your child is actively being harmed and uses force to escape and find an adult, this is self-defense and will not result in a consequence.

2. If your child retaliates after the fact, it is not considered self-defense and will result in consequences.
3. All students are expected to avoid or remove themselves from conflict when possible.
4. Horseplay and play fighting are not allowed and will be treated under this policy.

While some families may prefer different approaches, these expectations are necessary for a safe program community. If your child is not able to follow these guidelines, we understand and support your decision to withdraw.

Harmful Language and Identity-Based Slurs

Language matters. The following are strictly prohibited:

- Racial slurs
- Gender-based insults
- Homophobic or transphobic remarks
- Body shaming or appearance-based teasing

We urge families to talk with their children about how these words harm others and diminish our shared space. Kids today are exposed to complex topics through peers, media, and online platforms. While we celebrate self-expression, it must never come at the expense of another student's identity or dignity.

If you need support having these conversations, please contact your Rec Supervisor. We are here to help families navigate these important discussions and build empathy at home and at The Rec.

Consequences for Harmful Language:

1. First Instance – TYSK and **3-day suspension**
 2. Second Instance – Final warning letter and **5-day suspension**
 3. Third Instance – **Removal for the remainder of the school year**
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City of Emeryville ELP Behavior Expectations by Place

We teach behavioral expectations proactively, by **location**. These charts help students know exactly what is expected of them in each environment.

Location	Be Safe	Be Responsible	Be Respectful
Cafeteria / During Snack	Keep hands, feet, and objects to yourself Walk in the cafeteria Report spills eat and drink safely	Use the share bin for extras Clean up after yourself No banned food, gum, or sugary drinks	Eat only your own food Use manners Level 1 voice Respect others' food choices Help others clean up
Bathroom	Notify staff before going Walk in the bathroom No climbing Report safety hazards	Report supply needs No playing in/around bathroom Flush only appropriate items Use trash cans properly	Flush and clean up after yourself Use supplies properly Respect privacy Level 1 voice Report graffiti or vandalism
Walkways / In a Line	Keep hands and feet to yourself Use stairs safely Stay with group Keep walkway center clear Walk calmly	Walk with purpose Follow line order Help others respectfully Support substitutes with line routines	Soft feet, Level 0 voice Stay off walls Use kind language when finding your place Wave to greet friends instead of talking
Playground / Outside Activities	Be aware of surroundings Keep hands and feet to yourself Use equipment properly Stay within boundaries Report safety issues	Take care of equipment Return items properly	Treat others how you'd want to be treated Take turns Play by agreed rules Include others Use conflict resolution skills
Classroom / Enrichment / Homework	Keep hands and feet to yourself All four chair legs on the floor Use materials appropriately Keep floor and desk clear Walk indoors	Be prepared Participate actively Help others when appropriate Follow group agreements Use signals to express needs Ask questions Try new things	Treat others respectfully Encourage participation Be a good listener Use the correct voice level Stay on task
General Expectations	Go directly to Rec after school Remain under staff supervision at all times	Support your peers Leave toys and electronics at home Bring needed materials daily	Think before you act Follow all staff directions respectfully Be the best you can be!

Behavior Intervention Process

We understand that every child is learning how to navigate emotions, peer interactions, and expectations. Our goal is to support growth, not punishment. However, to ensure a safe, inclusive environment, we follow a structured behavior intervention process when expectations are not met.

Step-by-Step Response to Behavior Incidents:

1. First Chance – If a student is disrupting the learning environment or not following a policy, Rec Staff will check in with the student to ensure they are okay. Staff will also clarify the expectation or rule being violated. A verbal reminder is given along with a supportive explanation of why the rule matters.

2. Second Chance – Once we've confirmed the student understands the expectation, we work with them to identify barriers. This step is reflective: the student is asked to share what's going on and is reminded of the possible consequences if behavior doesn't improve.

3. Last Chance – A one-on-one conversation between the student and Rec Staff occurs. This conversation includes a reflection form and a collaborative plan for resolving the issue. The student may ask to go home without penalty at this stage.

4. Thought You Should Know (TYSK) – If the behavior continues, the student receives a TYSK form. This serves as a written notice to families. TYSKs are not punishments — they are communication tools to keep families informed. Forms include a happy, neutral, or sad face depending on the situation. Some may include a book symbol if it's related to academics.

5. Behavior Notice – After 4 sad-face TYSKs, a Behavior Notice is issued. At this point, the family moves into our progressive discipline track:

Progressive Discipline Steps:

1st Behavior Notice

- Immediate parent/guardian contact and student pick-up.
- School administration, teachers, and support staff are informed.
- Reminder of the behavior policy is provided at pickup.
- If not picked up within one hour, the student cannot attend the next day.

2nd Behavior Notice

- Immediate parent/guardian contact and student pick-up.

- Formal meeting required before student can return.
- Behavior contract is created, which may include:
 - Class changes
 - Older peer buddy
 - Helping younger students
 - Reduced attendance days
 - Early Pick up
- School admin and teaching staff are notified.

3rd Behavior Notice

- Immediate pick-up.
- Student is suspended from program for one week or more.
- A final warning letter is issued.
- A second contract meeting is required with school staff, parents, and Rec leadership.

4th Behavior Notice

- Immediate pick-up and exit from the program.
- A final letter is sent; the student cannot return for the remainder of the school year.

Note: Depending on severity, steps may be skipped at the discretion of the Recreation Supervisor.

Immediate Suspension or Dismissal May Occur for:

Students may receive an immediate behavior notice, suspension, or dismissal from the program for the following actions. Decisions will include discussion around intent and the amount of physical or emotional harm done by the student.

- Inappropriate language (including insults, racial/gender slurs, homophobic or transphobic remarks)
- Bullying or harassment
- Physical fighting or hitting staff
- Theft or vandalism
- Failure to meet attendance requirements
- Sexualized behavior or inappropriate touch
- Bringing weapons (including toys) to school or program
- Leaving program or campus without permission
- Unsafe behavior in bathrooms or misuse of materials

- Using physical force under the guise of “self-defense” (Retaliation is not considered self-defense)
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Parent/Caregiver/Approved Pick-Up Person Conduct While on Campus

All adults interacting with The Rec are expected to follow the school district's and city's codes of conduct. This ensures a respectful environment for everyone.

- Visitors must get clearance through the City Front Office before entering.
- Concerns or improvement requests must go to a supervisor, not group leaders.
- Be patient during pick-up, especially while students gather their belongings.
- Parents must support the City's behavior expectations.
- Use appropriate language and tone at all times.
- Do not approach other children or staff directly to resolve issues.
- Law enforcement will be contacted if adults are under the influence.
- Inappropriate attire may result in being asked to wait outside.
- Personal relationships with City staff must be disclosed and should not affect program quality.
- Visitors must follow all safety protocols.
- Violations may result in restricted access to campus.

We deeply value your trust and partnership. If concerns arise, please contact the Rec Supervisor, who is committed to improving service to all families.

Please call the front office to leave a message for your child: **510-596-4395**. Students may not use personal phones. If seen, phones will be confiscated and must be retrieved by a guardian. We are not responsible for lost or stolen items.

Encourage your child to keep track of personal items. Ask about their belongings at pick-up. Unclaimed items will be placed in the lost and found in the ECCL lobby.

If your student has behavioral, physical, or developmental support needs, please share this on your application so we can provide appropriate accommodations.

Supporting Your Child

If your child has **behavioral, physical, developmental, or emotional support needs**, please indicate this on your application. Early communication helps us ensure the right accommodations and staffing are in place.

School and District Expectations

Though after school hours are more relaxed, all school and district policies remain in effect. Students who violate rules may face disciplinary action from both The Rec and their school. We stay in close contact with school administrators and teachers regarding behavior and participation.

Communication and Student Contact

- To contact your student during program hours, please call the **ECCL front office** at **(510) 596-4395**.
 - Students are **not permitted to use personal phones**. If seen, devices will be **confiscated and returned to a parent**.
 - Rec is **not responsible for lost or stolen items**. Please help your child keep track of their belongings and check the **Lost & Found in the ECCL lobby** if needed.
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IMPORTANT CONTACTS

Emeryville Community Services Department

Main Office: (510) 596-4395 (9am–6pm)

Fax: (510) 596-4339

Email: csd@emeryville.org

Recreation Staff:

Bryan Andrews ("Vader"): Office Assistant II — Enrollment, clearing absences, general inquiry's-510-596-4395 / bandrews@emeryville.org

Christen Gray ("Espresso"): Recreation Supervisor — Student/staff concerns, program oversight, partnership and resource development- 510-596-4396 / cgray@emeryville.org

TAX ID NUMBERS

State: #74-902248

Federal: #94-6000326

Thank You

Thank you to all students, families, EUSD staff, and Rec supporters. This program thrives because of your engagement and dedication. If you ever have suggestions or concerns, please contact the Supervisor.

Donations & Volunteers Welcome!

We're always in need of:

- School supplies (pencils, paper, erasers, glue, markers, etc.)
- Art materials (paint, brushes, construction paper)
- Books and games
- Prizes and giveaways

Or consider volunteering! Speak to the Rec Coordinator to get started.

Family Agreement Page

By enrolling in this program, I acknowledge and agree to the following:

- My student's continued enrollment depends on positive participation and consistent attendance.
- I understand the academic, meal, attendance, sign-in/sign-out, early release, and late pick-up policies.
- I understand the toys, cell phone, and electronics policy.
- I will contact staff, not my child, if a message needs to be delivered.
- I will make arrangements to pick up my child within 1 hour if contacted.
- I understand the program's fee, medical, and behavioral policies.
- I understand the code of conduct for adults on campus.
- I agree to follow all behavior and intervention policies and review them with my child before their first day.

Signing up confirms that I have read and will comply with the entire family handbook.