



REGISTRATION PACKET 2010-2011

for

THE SPOT

AT REDWOOD MIDDLE SCHOOL

GENERAL INFORMATION

**IMPORTANT: PLEASE READ THIS ENTIRE REGISTRATION PACKET including
The Financial Information Sheet, The Spot Billing Policy and The Minimum Days Policy**

IMPORTANT CONTACT INFORMATION:

THE SPOT @ REDWOOD MIDDLE SCHOOL	BOOKKEEPER, MICHAEL ABADY	395-2918
PHONE & FAX 867-3042 ext 174	BOOKKEEPER, FAX	395-3828
13925 FRUITVALE AVE.	BOOKKEEPER, E-MAIL	michael@lgsrecreation.org
SARATOGA, CA 95070	ESS COORDINATOR, REBECCA SWANSON	354-8700 ext 237
redwoodspot@lgsrecreation.org		

HOURS OF OPERATION: (Regular School Days Only) Monday, Tuesday, Thursday and Friday from 3:00 to 6:00 PM, Wednesdays from 2:08 to 6:00 PM. There will be limited space on Minimum Days. See information within packet for specific details.

THE SPOT:

Thank you for your interest in placing your child in The Spot program. The Spot Program provides a secure, well-supervised environment in which middle school students may be enrolled on a drop-in basis and/or tuition program on days school is in regular session. LGS Recreation offers The Spot conveniently located on the campus of Redwood Middle School. We work in close cooperation with our local school districts and are able to share many spaces such as cafeterias, fields, and libraries. Our goal is to provide a high quality, professionally operated environment and to create a "home away from home" atmosphere of warmth, caring and enrichment for the students enrolled.

ELIGIBILITY:

Students must be enrolled in the Saratoga School District or have an approved inter-district application on file. Students who are currently attending The Spot who are not district residents or do not have an inter-district application on file will be grandfathered in and allowed to stay in the program.

ENROLLMENT:

A completed enrollment packet is required **prior** to your child attending The Spot. New forms must be filled out each school year. The only person who may alter the forms is the parent/guardian who originally signed them.

The enrollment packet consists of:

1. Enrollment Form: 1 per family
2. Emergency Page: 1 per participant
3. Minimum Days Policy Acknowledgement
4. Registration Fee: **Fee is per family, per year and will be assessed after enrollment – please do not pay until billed.** Registration received before the first day of school is free! After school begins, there is a one time non-refundable registration fee of \$10.00 per family.

Submit completed enrollment packet:

- during summer break to Bookkeeper at LGS Recreation
- once school begins to The Spot Staff at The Spot

If any information or forms are missing, your enrollment packet will be returned.

Continued on reverse →

REGISTRATION PACKET 2010-2011
THE SPOT AT REDWOOD MIDDLE SCHOOL
GENERAL INFORMATION

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LOSS OF THE SPOT PRIVILEGES:

IMPORTANT

LGS Recreation reserves the right to permanently deny your family use of the The Spot, at the discretion of the Recreation Director, based on any of the following criteria:

1. Account is delinquent two or more times.
2. Repeatedly (more than two days) sending your teen to The Spot while having a delinquent account. (Verbal or written notification not to send your teen will be issued when an account becomes delinquent.)
3. One or more returned checks or returned auto-pays.
4. Someone who currently has or had an account in collection.
5. More than two late pick-ups in a month.
6. Teen or guardian repeatedly fails to observe The Spot rules and procedures.
7. If teen is ill, suspended, or absent from school they will be considered absent from The Spot and not allowed back until reinstated at school.
8. If teen is suspended from The Spot, they are automatically suspended from all Recreation programs.
9. At the discretion of our staff, the guardian or authorized adult may be asked to pick up their teen because of behavior or illness. The adult must respond within a reasonable time or the teen may be suspended on subsequent days.
10. Clients who repeatedly send their teen to Minimum Days without pre-registering may be suspended from the program.

“Building a Healthy Community through enrichment, innovation and fun!”



MINIMUM DAYS POLICY

THE SPOT AT REDWOOD MIDDLE SCHOOL

ELIGIBILITY:

Due to high numbers of teens on Minimum Days and to properly staff these infrequent days, we must limit the number of teens who can attend. Attending The Spot on Minimum Days is on a space available basis and by pre-registration ONLY. Please see your school calendar for specific dates. Space will be limited to ensure the staff to student ratio is correct so we can provide a safe environment and quality program. Teens must have a completed Emergency Page, Enrollment Form and Minimum Day Acknowledgement Form on file before they can attend Minimum Days.

Lunch will not be provided. Please send your teen with a bag lunch or check with your school for availability of cafeteria services.

IF YOU ARE ON TUITION: Please refer to the Financial Information page in this packet under Tuition. It will explain that:

- Students on Afternoon Tuition who have Minimum Days as one of their scheduled tuition days are automatically signed up for Minimum Days on their scheduled days. Students who do not have Minimum Days as one of their scheduled tuition days who wish to attend The Spot after school on Minimum Days MUST pre-register (if space is available) and pay the Afternoon Drop-In Rate. Pre-registration is on a first come, first served basis.

IF YOU ARE ON DROP IN: Please refer to the Financial Information page in this packet under Drop-In. It will explain that:

- Students will be allowed to attend on Minimum Days ONLY if there is space available AND by pre-registration. Pre-registration is on a first come, first served basis. Fee is based on Afternoon Drop In Rate.

ENROLLMENT:

To Register: The teen's parent/guardian must pre-register by signing up at The Spot. A full signature is required. The sign up sheet will be available 10 school days prior to the Minimum Day. Registration is taken on a first come, first served basis. We cannot register teens over the phone; however, a letter or email will be accepted if space is available.

To Cancel: Cancellation requests given to The Spot Coordinator up to three school days prior to the Minimum Day will be accepted. Cancellation requests must be initialed by The Spot Coordinator or you may be charged for the block of time. **ALL CANCELLATIONS MUST BE IN WRITTEN FORM AND GIVEN TO THE SPOT COORDINATOR.**

Please Note: Once you have pre-registered, you will be billed for the hours whether or not your child attends that day, unless you have cancelled the appropriate way.

Please make sure you remind your child to go to The Spot on Minimum Days if they are pre-registered.

FEES - MINIMUM DAYS:

- ❖ Tuition students: If the Minimum Day falls on a scheduled tuition day, there is no additional fee. If the Minimum Day falls on an unscheduled tuition day, you will be charged on your regular monthly bill at the Afternoon Drop In Rate.
- ❖ Drop In students: You will be charged on your regular monthly bill at the Afternoon Drop In Rate.

*****PLEASE READ CAREFULLY*****

Penalty Fee: (Applies for both Tuition & Drop In) There is a \$75.00 charge per teen if your teen shows up at The Spot without pre-registering, PLUS the Afternoon Drop In charge.



MINIMUM DAYS POLICY

THE SPOT AT REDWOOD MIDDLE SCHOOL

ELIGIBILITY:

Due to high numbers of teens on Minimum Days and to properly staff these infrequent days, we must limit the number of teens who can attend. Attending The Spot on Minimum Days is on a space available basis and by pre-registration ONLY. Please see your school calendar for specific dates. Space will be limited to ensure the staff to student ratio is correct so we can provide a safe environment and quality program. Teens must have a completed Emergency Page, Enrollment Form and Minimum Day Acknowledgement Form on file before they can attend Minimum Days.

Lunch will not be provided. Please send your teen with a bag lunch or check with your school for availability of cafeteria services.

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IF YOU ARE ON DROP IN: Please refer to the Financial Information page in this packet under Drop-In. It will explain that:

- Students will be allowed to attend on Minimum Days ONLY if there is space available AND by pre-registration. Pre-registration is on a first come, first served basis. Fee is based on Afternoon Drop In Rate.

ENROLLMENT:

To Register: The teen's parent/guardian must pre-register by signing up at The Spot. A full signature is required. The sign up sheet will be available 10 school days prior to the Minimum Day. Registration is taken on a first come, first served basis. We cannot register teens over the phone; however, a letter or email will be accepted if space is available.

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Please Note: Once you have pre-registered, you will be billed for the hours whether or not your child attends that day, unless you have cancelled the appropriate way.

Please make sure you remind your child to go to The Spot on Minimum Days if they are pre-registered.

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- ❖ Tuition students: If the Minimum Day falls on a scheduled tuition day, there is no additional fee. If the Minimum Day falls on an unscheduled tuition day, you will be charged on your regular monthly bill at the Afternoon Drop In Rate.
- ❖ Drop In students: You will be charged on your regular monthly bill at the Afternoon Drop In Rate.

*****PLEASE READ CAREFULLY*****

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Signature Custodial Parent/Guardian #1

Signature Custodial Parent/Guardian #2



THE SPOT BILLING POLICY 2010-2011

MONTHLY BILLING:

Signing "In" and "Out" of The Spot Procedure

- Participants are responsible for signing themselves in and out of the program under the supervision of a staff member. A staff member will input the data into the computer system for billing records.
- Once a participant signs in we will charge a one-day fee, even if your participant stays a short time. **There is no grace period.**
- **If your participant has not been properly signed-out, you will be billed until the closing time of The Spot (6:00 PM).**

It is your responsibility to review your invoice each month and contact the Bookkeeper if you feel there are any incorrect charges. After three months all charges will be considered accepted and final, no adjustments will be made. Change of address must be completed and returned to The Spot. LGS Recreation is not responsible for lost mail!

If you have not received your invoice by the 5th of the month, it is your responsibility to contact the Bookkeeper at 408-395-2918 for your balance due so you can pay by the due date.

PAYMENTS:

Payment is due upon receipt and not later than the due date specified on the invoice. **IMPORTANT: June billing is due on June 30th.** Your account must be paid in full by the end of June. Payments will not be accepted at the school office or at The Spot. Please mail, charge by fax, or hand deliver your payments to the Recreation Office at 123 E Main St in Los Gatos. If you feel your payment has been lost in the mail, please call the Bookkeeper to verify non-receipt before placing a stop payment with your bank. Period Time Detail printouts are available for your review by appointment only at the Recreation Office.

FOR YOUR CONVENIENCE, YOU MAY NOW AUTHORIZE US TO AUTOMATICALLY DEBIT YOUR CHECKING ACCOUNT ONLY (on or about the 10th of the month) FOR ALL MONTHLY PAYMENTS. Please see Authorization Agreement.

REGISTRATION FEE:

Fee is per family, per year and will be assessed after enrollment – please do not pay until billed. Registration received before the first day of school is free! After school begins, there is a one time non-refundable registration fee of \$10.00 per family.

Mail or turn in Enrollment Form and Emergency Page together when registering.

LATE PICK UP FEE:

\$20.00 per participant fifteen minutes (or any portion thereof) for each participant beyond The Spot closing time (6:00 PM). **The police/social services will be contacted if participant is left unattended one hour after The Spot's closing time.**

LATE FEES:

A non-refundable late payment fee of 10% of the **UNPAID BALANCE** will be charged if your payment is not **RECEIVED** by the due date. All accounts are considered delinquent after the due date specified on the invoice. Special arrangements must be made prior to the due date by contacting the Bookkeeper at 408-395-2918. LGS Recreation reserves the right to deny requests for special arrangements.

RETURNED CHECKS AND RETURNED AUTO-PAYS:

A \$20.00 fee will be charged for returned checks or returned auto-pays. Payment on returned checks or returned auto-pays must be made by money order or cashier's check delivered to the Bookkeeper at the LGS Recreation office. Returned checks or returned auto-pays are not redeposited. **Failure to make payment on returned checks or returned auto-pays will result in loss of The Spot privileges until payment is made.**

OVERDUE ACCOUNTS:

The Bookkeeper or The Spot staff will attempt to notify you (by notice or by phone) if your account is in jeopardy. You will receive (2) late payment notification letters. A final Collections letter will be mailed if we are unsuccessful with the first two. Once you are sent to Collections your participant(s) will no longer be able to attend The Spot.

OVERDUE ACCOUNTS OF 61 DAYS OR MORE WILL BE SENT TO COLLECTIONS AND PARTICIPANT(S) WILL NO LONGER BE ABLE TO ATTEND THE SPOT.



THE SPOT

RULES AND REGULATIONS

1. Language and Personal Behavior
 - Participants are expected to use appropriate language at all times.
 - Participants are responsible for their own personal behavior.
 - Any participant not following personal language and behavior guidelines could be asked to leave and/or receive suspension and/or expulsion from the program.
2. Phone Use
 - Cell phones are to be used for emergency and ride home information.
 - Any unauthorized use of a cell phone during The Spot hours will result in the phone being held by a staff member until the participant goes home.
 - Use of The Spot phone is strictly for emergency or ride home information.
 - Cell phones must be turned off at all times while participating in The Spot programs.
3. Mandatory Respect for Staff, Property, and Other Spot Members
 - Anyone not respecting staff, property, and/or other Spot members will be asked to leave and/or receive a suspension and/or expulsion from the program.
 - Any property damage to The Spot and/or equipment will result in those individuals who caused the damage to pay for those items.
 - Backpacks and other personal belongings are the participant's responsibility. The Spot is not responsible for storing personal belongings and is not responsible for lost or stolen items.
4. Dress Code
 - Dress code follows the school policies.
 - Shoes must be worn at all times.
 - Please dress appropriately for the activities and events.
 - The Spot is not responsible for lost or stolen clothing articles.
5. All Drop In Students:
 - Must pre-register for Minimum Days.
 - Must sign up for all trips, activities, and events that are off campus before showing up the day of event; showing up without signing up can result in the participant not being allowed to participate in event.
 - It is very helpful to us if you let our staff know what days your child will be attending The Spot.
6. Any physical violence, threat, or aggression toward staff or another Spot member will automatically result in expulsion from The Spot program.
7. Participants involved in Homework Center will keep a homework log. This is a tracking record of the participant's progress in the homework sessions and is available upon request. The Spot staff will provide a quiet working environment, as well as assistance their work. The Spot staff is not responsible for forcing the participants to do their homework or making them attend Homework Center.
8. The Spot Rules are posted on site and must be followed.
9. Photo Release: LGS Recreation will take photographs of students in The Spot program using all types of media including, but not limited to, print, digital and video. LGS Recreation will use this media for marketing and training purposes only.

RELEASE, WAIVER, AND ASSUMPTION OF RISK: *The undersigned, in consideration of participation in this program agrees to indemnify and hold the LGS Recreation, its contractors, employees and volunteers harmless and release LGS Recreation, its contractors, employees and volunteers from any and all liability for any injury which may be suffered by the named individual(s) registered in this program, arising out of, or in any way connected with participation in this program. I have read the above application and agreement, and fully understand that I assume all risks for any injuries received.*

Participant Signature _____ Date _____ Parent/Guardian Signature _____ Date _____



Universal Behavior Management Program

Our goal is to provide a healthy, safe and secure environment for all participants. Participants are responsible for their own behavior. However, if there is an incident or situation that needs to be addressed, the following is a Behavior Management Program, which is designed to assist the children in making positive choices.

BEHAVIORS REQUIRING GUIDANCE: *(but not limited to)*

Behavior that is disruptive to classroom management

- Aggressiveness (Physical and/or Mental)
- Property Damage or Theft
- Extortion
- Willful Defiance of Staff
- Possession of Controlled or Toxic Substance
- Leaving the Clubhouse Site/Classroom Premises without Permission
- Vulgar or Obscene Behavior/Language
- Possession of Weapons

PROGRESSIVE DISCIPLINE GUIDELINES:

1. Verbal Guidance
2. Time to Think
3. Develop Behavior Management Plan with Parents (Conference)
4. Suspension of Childcare/EI Programa Espanol/Enrichment Services and Probation Period Established
5. Termination of Services

The Program Supervisor may suspend the participant from the program for up to five days.

On situations that are considered an emergency, i.e., a perceived threat to persons or property or extreme disruption of the program, one or more steps in the Progressive Discipline Guidelines may be skipped at the discretion of the Program Supervisor. Please review the Appeals process below.

APPEAL OF DECISION PROCESS:

Steps of the Appeal Process

All steps must be followed in the order listed. Appeals must be made no later than thirty (30) calendar days from the date of the suspension and/or termination of childcare/EI Programa Espanol services. Failure to do so will result in the denial of the appeal. Appeals must include:

- Parent/Guardian's Name
- Participant's Name
- Mailing Address
- Telephone Number
- Child's Site Location
- Reasons for Appeal
- Any other information

Step I. Appeal must be made in writing to the Program Supervisor. Appeals made over the telephone will not be considered. The appeal must be hand-delivered to the center. The Program Supervisor will contact you via telephone and in writing within 10 working days from receiving the appeal with a decision.

Step II. If the parent/guardian wishes to appeal the decision of the Program Supervisor, they may submit an appeal to the Recreation Supervisor at LGS Recreation. Appeals made over the telephone will not be considered. The Recreation Supervisor will contact you via telephone and in writing within 10 working days from receiving the appeal with a decision.

Step III. If the parent/guardian wishes to appeal the decision of the Recreation Supervisor, they may submit an appeal to the Director of LGS Recreation. Appeals must be made in writing and delivered to LGS Recreation. Appeals made over the telephone will not be considered. The Director will contact you via telephone and in writing within 10 working days from receiving the appeal with a decision. The decision of the Director shall be final.



FINANCIAL INFORMATION 2010-2011
THE SPOT AT REDWOOD MIDDLE SCHOOL
TUITION PROGRAMS

Changes in tuition may be made during the school year in accordance with changes in school schedules. **All rates subject to change.** Reduced rates are available for families who show financial need; call the Bookkeeper at 408-395-2918 for more details.

- **Registration Fee:** A one-time, non-refundable registration fee will be required per family per school year. Mail or turn in Enrollment Form, Emergency Page and Minimum Day Acknowledgement together when registering. **Do not include payment. You will be billed for the registration fee per family per school year.**
Registration received before the first day of school is free!
After school begins, there is a one time non-refundable registration fee of \$10.00 per family.
- **Tuition is based on 180 school days, divided into 10 equal monthly payments.**
- **Minimum Days:** Please refer to the Minimum Days Policy included in this registration packet and posted on the LGS Recreation website. It will explain that:
 - **Students on Afternoon Tuition who have Minimum Days as one of their scheduled tuition days are automatically signed up for Minimum Days on their scheduled days. Students who do not have Minimum Days as one of their scheduled tuition days who wish to attend The Spot after school on Minimum Days MUST pre-register (if space is available) and pay the Afternoon Drop-In Rate. Pre-registration is on a first come, first served basis.**
- **No money up front:** You will receive an invoice at the end of each month for the amount of your contract. It will include the tuition fee and any additional fees beyond the contracted time.
- **Changes in your schedule:** Changes must be submitted on The Zone Change Form to The Spot Coordinator with a 30-day notice. You may change your schedule once at no cost. Additional changes will be \$10.00 each change. **Schedule changes are made at the beginning of our billing cycles only.** The start of each billing cycle is approximately the middle of the month. Check with your Spot Coordinator for specific calendar dates.
- **No credit:** For missed days or early pick up days.
- **First Month Billing:** You will be billed the full month's tuition regardless of when your child was enrolled/signed-up.

Days per Week	Afternoon Tuition Monthly Rate	Afternoon Drop In Rate
5	\$230	\$16 Per Afternoon
4	\$207	
3	\$160	
2	\$110	
Circle Days of the Week Needed →	M T W TH F	

DROP-IN SERVICE

Enrollment for drop-in care is available for recreational, occasional and emergency use.

- **Afternoon Drop In Rate:** \$16 PER AFTERNOON per participant for any non-tuition use of The Spot.
- **Minimum Days:** **DROP-IN STUDENTS MAY BE ALLOWED TO ATTEND MINIMUM DAYS ONLY IF SPACE IS AVAILABLE AND BY PRE-REGISTRATION. Pre-registration is on a first come, first served basis. Fee is based on the Afternoon Drop In Rate.** For complete information see Minimum Days Policy included in this registration packet and posted on the LGS Recreation website.
- **No money up front:** You will receive an invoice at the end of each month for the amount of drop in hours and any additional fees you have accrued.

*Please contact the Clubhouse Bookkeeper at (408)395-2918 if you have any questions.
"Building a Healthy Community through enrichment, innovation and fun!"*



ENROLLMENT FORM

The Spot Use Only- Staff cannot alter contract

Date Entered

Initials

THE SPOT AT REDWOOD MIDDLE SCHOOL

School Year: 2010-2011

ONE FORM PER FAMILY

Participant's First Name: Age: Male or Female

Participant's Last Name: Grade: Birth Date:

Select One Service: Tuition or Drop In

TUITION CUSTOMERS - CIRCLE CHOICES:

Afternoon Tuition 2, 3, 4 or 5 days Days: M T W Th F pick up time: 6:00 pm

Participant's First Name: Age: Male or Female

Participant's Last Name: Grade: Birth Date:

Select One Service: Tuition or Drop In

TUITION CUSTOMERS - CIRCLE CHOICES:

Afternoon Tuition 2, 3, 4 or 5 days Days: M T W Th F pick up time: 6:00 pm

Participant's First Name: Age: Male or Female

Participant's Last Name: Grade: Birth Date:

Select One Service: Tuition or Drop In

TUITION CUSTOMERS - CIRCLE CHOICES:

Afternoon Tuition 2, 3, 4 or 5 days Days: M T W Th F pick up time: 6:00 pm

CUSTODIAL PARENT/GUARDIAN #1

CUSTODIAL PARENT/GUARDIAN #2

Table with 2 columns for Custodial Parent/Guardian #1 and #2, and rows for First/Last, Street Addr, City,State,Zip, Hm phone, Cell phone, Employer, Work phone ext., and Email.

Marital Status: Custody Information:

AGREEMENT TO ACCEPT FINANCIAL RESPONSIBILITY FOR PAYMENT AND TO ABIDE BY THE SPOT POLICIES: I understand and agree that it is my responsibility to read and comply with The Spot Rules and Regulations included in this registration packet and posted on the LGS Recreation website.

Signature of Custodial Parent/Guardian

Date



THE SPOT AT REDWOOD MIDDLE SCHOOL

EMERGENCY INFORMATION

Student's Name _____ Grade _____

Student's cell phone _____ (optional)

Parent Information:

Name: _____ Cell#/Pager# _____

Name: _____ Cell#/Pager# _____

Work phone # _____

Home phone# _____ *Email _____

Custody Information

*Please attach documentation that is necessary for staff to be aware of any custody arrangements.

*Please list at least two people who are authorized to pick up or be contacted if your student is unable to remain at The Spot due to illness, injury, or other needs and you cannot be reached.

Name _____ Phone# _____

Name _____ Phone# _____

Please list student's special health needs, medications, allergies and/or diet. All medications that must be taken at The Spot must be authorized by a physician. _____

I give my teen permission to view PG and PG -13 movies while participating in events at The Spot. This permission slip is granting permission for the whole school year, and is a standing document that all movies are considered approved acceptable for your teen to view under the above ratings.

Parent/Guardian Signature _____ Date _____

TEEN CHECK OUT

There are two choices below for your teen to be checked out of The Spot. Please check one box that applies to your individual needs and sign below. The Spot is responsible for teens once they check into the program.

PLEASE CHOOSE EITHER OPTION 1 OR OPTION 2

OPTION 1:

[] Yes, my teen needs to check in within 10 minutes after school ends or their last class is over every tuition day and must be picked up by an authorized contact, parent, or guardian. (ID will be required of authorized contacts in order to be able to pick up teen.) There is a charge for late pick-ups (reference The Spot Billing Policy).

Parent/Guardian _____ Date _____

OPTION 2:

[] Yes, my teen needs to check in within 10 minutes after school ends or their last class is over every tuition day and my teen may check out of The Spot program after _____pm. (Please put in a designated time in the blank for your teen to leave the program. If you put "any" this means that it is ok for your teen to leave anytime during The Spot hours). NOTE: It is the teen's responsibility to sign/check themselves out of The Spot after the designated time you have chosen.

This means that the registered teen will no longer be under Recreation Supervision and LGS Recreation will not be liable for the actions or whereabouts of the above named teen. This form releases LGS Recreation from responsibility for the teen once they have checked themselves out of The Spot program. Please note that once a teen checks themselves out they may not return to The Spot.

Parent /Guardian _____ Date _____

