



2016-2017 AFTER SCHOOL CLUB PROGRAM 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, games, community service projects, field trips, arts and crafts, sports and a variety of other activities. A daily snack is provided.

PROGRAM LOCATIONS: Participants must attend the same school of the program location.

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
- Hull Middle School
- Jefferson Middle School
- Madrona Middle School
- Magruder Middle School
- Richardson Middle School

PROGRAM COST AND PAYMENT POLICIES:

First Payment:	\$546.00 due with application	Covers Sept. 8 – Dec. 2, 2016
Second Payment:	\$546.00 due Nov. 14, 2016	Covers Dec. 5, 2016 – March 17, 2017
Third Payment:	\$546.00 due March 6, 2017	Covers March 20 – June 22, 2017

THERE WILL BE NO REMINDER NOTICES OR EXTENSIONS FOR PAYMENTS.

REGISTRATION: Begins August 23, 2016. **Registration is walk-in only.** Please do not mail or fax your application. Mail-in and fax-in registrations will not be accepted and will be returned. The Registration Office will be closed on September 2, 5, 16 and 30, 2016.

METHOD OF PAYMENT: Payments can be made by check, cash, money order or credit card (Visa MasterCard, American Express or Discover). 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 once the week has begun 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.

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.

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

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.

EMERGENCY FORMS: In order to complete the registration process, you must submit an Emergency Form no later than 5:00 p.m. Tuesday, September 6, 2016. Your child will not be allowed to attend the After School Program, unless this form is received. The Emergency Form will be given to you along with your receipt. If your child requires medication during the program or has a severe allergy, you are required to complete the additional forms and turn them in prior to the start of the program. For additional information, please call (310) 618-2983, or visit: www.TorranceCA.Gov/AfterSchool.

Emergency Forms can be turned in the following ways:

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
Attn.: After School Programs
3031 Torrance Boulevard
Torrance, CA 90503

PARENT/GUARDIAN MEETINGS: A mandatory parent/guardian meeting will be held on Thursday, September 8, 2016. All meetings will be held in the After School Club location at the school, with the exception of Fern, whose meeting will be held at Greenwood Park. Due to the modernization of several school campuses, exact room locations will not be available to staff until late summer.

All parent/guardian meetings will begin at 6:00 p.m. For parents/guardians with children in both the elementary and middle schools, a second meeting will be held at the middle school at 6:30 p.m.

NON-TORRANCE RESIDENT AFTER SCHOOL CLUB APPLICATION 2016-2017

Walk-in Registration begins August 23, 2016.

DATE: _____

NAME OF SCHOOL: _____	GRADE: _____	
(As of September 2016)		
PARTICIPANT'S NAME: _____		
BIRTH DATE: _____	Last	First
	<input type="radio"/> Male	<input type="radio"/> Female
PARENT/GUARDIAN'S NAME: _____		
	Last	First
HOME PHONE: _____	WORK PHONE: _____	
ADDRESS: _____	CITY: _____	ZIP: _____
EMAIL ADDRESS: _____		

PAYEE'S NAME: _____		
	Last	First
HOME PHONE: _____	WORK PHONE: _____	
ADDRESS: _____	CITY: _____	ZIP: _____
(If different from above)		

METHOD OF PAYMENT:				
<input type="radio"/> CHECK	DRIVER'S LICENSE NUMBER: _____			
<input type="radio"/> CREDIT CARD	<input type="radio"/> VISA	<input type="radio"/> MASTERCARD	<input type="radio"/> American Express	<input type="radio"/> Discover
CREDIT CARD #: _____				
Expiration date: ____/____ I authorize the use of my credit card in the amount of: \$ _____				
Print name as it appears on card: _____				
Cardholder signature: _____ Date: _____				

I have read the After School Program application. I understand that the policies listed in this application will be strictly enforced.

Printed Name: _____ **Signature:** _____

(Applications will not be processed without a signature or if information is missing as stated above.)

For Office Use Only: Receipt Number: _____	Transaction Date: _____	Start Date: _____
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