

TCPUD- Recreation Department

Recreation Afterschool Program (RAP)

Parent & Guardian Handbook

Tahoe City Public Utility District
Parks & Recreation

Tahoe City PUD Parks and Recreation

401 West Lake Blvd., Tahoe City, CA 96145

530-583-3440

Program Overview

Welcome and thank you for choosing our Recreation Afterschool Program (R.A.P.) R.A.P. is in portable classroom #24 at Tahoe Lake Elementary School, 375 Grove St, Tahoe City, CA 96145.

Program hours for R.A.P. are from school dismissal until 5:30pm on regularly scheduled school days. The program follows the TTUSD school calendar for holiday closures and is open early on Minimum Days.

Program Goals

R.A.P. is an inclusive after-school program for TK-5th grade students. RAP Staff create a positive program space that allows participants to grow in a safe and enriching environment. Our staff are dedicated to supplying engaging and enjoyable programming for all participants.

Program Schedule

The staff strives to maintain a consistent schedule with a variety of activities to choose from including arts & crafts, sports, active and passive games, and academic time. A sample program schedule is as follows:

2:15-3:00 – Check In: Review daily activity schedule then recess outside or in gym.

3:00 – Snack Time: Light snack provided.

3:15-4:00 – Scheduled Activities: Structured activities with focus on Recreation and Sports, Games, Education, Community and Character and Arts & Crafts. Activities and Specialty programs change daily.

4:00-4:30 – Academic Time: Dedicated time for homework, reading, or educational skill building. R.A.P staff will support and encourage children during this self-guided time.

4:30-5:00 – Kids Choice: Activities guided by the kids!

5:00-5:30 – Clean Up and Pick Up.

Snack

A small afternoon snack is provided daily at 3:00pm. Please ensure communication of dietary allergies so that alternatives can be arranged. Parents are encouraged to pack additional snacks as needed for their child's preferences however, we do ask that snacks are already prepared and do not require cooking (ex: Ramen noodle cups, mac and cheese, etc.)

Program Calendar

R.A.P. follows the TTUSD School Calendar and will be closed on designated holidays and will open from 12pm to 4:30pm for Minimum Days when school lets out early.

R.A.P will also close at 4:30 pm on days when school events take place after school (i.e. Back-to-school Night) to ensure proper pick-up and safety as children and adults arrive on campus. Early closures will be posted, and parents will be notified ahead of time.

Registration, Cancellation & No-Show Policy

Daily Registration

Registration for R.A.P opens on the second Tuesday of the preceding month. Families will be able to register for the days they want their children to attend R.A.P.in monthly intervals. There will be capacity limitations per day, and flexible pricing is available for multiple day registrations.

If daily registrations are full, please reach out to Recreation Staff directly to inquire about cancellation and waitlist options.

Cancellation & Refund Policy

Parents/guardians must cancel for a registered day with a minimum of 72-hour notice to the Recreation Department to be eligible for a refund.

Cancellations made less than 72 hours before the registered date will not be eligible for a refund and may be subject to the no-call, no-show policy guidelines.

No-Call, No-Show Policy

To ensure program attendance, maintain accurate staffing, and provide availability for other families, R.A.P. will enforce the following no-call, no-show policy for participants:

1st Occurrence: Written warning to the parent/guardian.

2nd Occurrence: $15 no-show fee.

3rd Occurrence: $15 no-show fee and suspension from R.A.P. registration for one month.

Parents/guardians are responsible for managing their child's registered attendance dates and notifying the program of cancellations.

Sign-In and Sign-Out Policy

Parents/guardians may pick up at any time during the day. Each day R.A.P. staff will sign in for each child as they arrive. Parents/guardians must check their child out in-person at pick up. Children may be in various locations depending upon the time of pick up. R.A.P staff will be available to help locate your child.

Please inform us ahead of time if individuals other than yourself may be picking up your child. Emails can be sent to recreation@tcpud.org or please give us a call at 530-583-3440. Alternative pick up arrangements should not be made at pick up time and require confirmation from each

child's parent/guardian before they may be released to someone not previously confirmed with RAP Staff.

Brightwheel Account Requirement

Brightwheel is a childcare management software which our Recreation Staff use daily at R.A.P.

All parents/guardians must have an active Brightwheel account for their child before their first day attending R.A.P. Invitations will be sent upon registration to the program.

The following information must be completed and kept up to date in Brightwheel:

- Child's emergency contact information and photo.
- Names and current phone numbers of parents/guardians.
- Names of all individuals authorized to pick up the child.

Children will not be permitted to attend R.A.P. until their Brightwheel account is active and all required emergency contact and authorized pickup information has been completed.

Parents/guardians are responsible for keeping this information up to date during the school year.

Late Pick Ups

R.A.P. programming ends promptly at 5:30 pm. Parents/guardians are responsible for ensuring their child is picked up before or at the program's end.

The following late pickup fees will be strictly enforced:

Pickup Time	Late Fee
5:31-5:35 pm	**$10**
5:36-5:45 pm	**$20**
5:46-6:00 pm	**$30**

These fees represent the total late pick up charge for the time period listed, not an additional charge for each time period.

R.A.P. staff do not have the authority to waive late pick up fees. All late fees will be strictly enforced.

Parents/guardians are responsible for maintaining current emergency contact information in Brightwheel. Please provide the names and phone numbers of local individuals who can assist with picking up your child in the event of an emergency or unexpected delay.

If no communication has been made to R.A.P Staff and a child has not been picked up by 6:00 pm R.A.P Staff may need to notify local law enforcement.

Consistent late pickups may result in additional disciplinary action, including suspension from the R.A.P. program.

Walk Home Policy

R.A.P offers the opportunity for well-qualified participants to utilize our Walking Permission Form to leave R.A.P without adult supervision. A Walking Permission form must be completed for your child to leave R.A.P. including permission dates, times and locations. If a parent wants to use the Walking Permission on an irregular schedule, dates must be communicated with Staff ahead of time. Students will be responsible for their schedule and checking out with R.A.P Staff. Forms are available at R.A.P. or upon request by emailing recreation@tcpud.org.

Snow Days

R.A.P. follows the TTUSD Snow Day policy and will be closed if school is closed. Notifications of closures will be sent out to R.A.P. families and posted on our social media channels as soon as possible.

In the event of deteriorating weather, parents may be contacted for early pick up to ensure safety for program participants and staff.

Personal Belongings

Personal Items/ Toys:

Children are responsible for their personal belongings. Staff will not be held accountable for lost articles and it is highly encouraged to write your child's name on their belongings to ensure return. Children should keep all their personal belongings properly stored in bags/backpacks. Please leave personal toys, cards, and sports equipment at home. R.A.P. kids may be allowed to bring items for specific programs, and we will specify those times/events ahead of time.

Appropriate Clothing:

Outside play is a big part of R.A.P. Please send your child with appropriate clothing including snow gear (snow pants, jacket, hat, gloves, and snow boots) whenever there is snow on the ground/forecasted. Children must have snow boots to play on or in the snow and must have a jacket if temperatures are below 50 degrees Fahrenheit.

Younger children should have a change of clothes/underwear in case of bathroom accidents. Parents will be called to pick up their child immediately if an accident occurs and a child does not have appropriate change of clothes.

Cellphones/ Electronics:

Cell Phone Policy: R.A.P will follow Tahoe Lake Elementary guidelines as a "Connected Device Free" School. Cell phones, smart watches, or tablets should stay in a child's backpack during RAP. If you need to speak with your child during R.A.P., please contact our staff at 530-582-2707

(R.A.P. Room), call the Recreation Office at 530-584-2834 or email recreation@tcpud.org. Parents are encouraged to make all after-school arrangements with their children prior to coming to R.A.P to ensure clear communication.

Illness and Injury

If a child's health is questionable to staff or the child communicates feeling unwell, parents will be notified and asked to pick up the child immediately. Parents are expected to pick up sick children as soon as possible and no later than 45 minutes. If a child does not attend school due to illness, they will cannot attend R.A.P. If an accident or minor injury occurs during the day, staff will notify a parent/guardian as soon as possible. Please keep phone numbers and emergency contacts current. If staff should determine a child needs immediate medical attention, professional medical personnel may be called to transport the child to the hospital at the program participant's expense.

Behavior Policy

Discipline at R.A.P. is used as a *learning opportunity* rather than a *punitive experience*. Staff encourage children to respect themselves, each other, staff, and property. Program rules and expectations are regularly reviewed and posted in each R.A.P. space. When children violate program rules, discussion with the child will occur using independent and supportive problem solving and emotional regulation techniques. If continued violation occurs, a written report will be filed, and parents will be notified of behavior problems. Staff will not discuss disciplinary issues regarding other children in the program. Recurring behavioral problems may lead to suspension and/or expulsion from the program. In the event of a physical fight, parents of the child/children involved will be called and expected to pick up immediately.

Participants may be suspended from the program for:

- Creating an unsafe environment for themselves, other participants or RAP Staff.
- Damaging school or RAP property.
- Inappropriate or disrespectful treatment of program participants or RAP Staff.

Termination Policy

Participants may be removed from the program for the following reasons:

- Behavior that has a consistent or extreme adverse effect on other children, themselves or Staff.
- Discipline or behavior problems requiring excessive Staff attention and/or unresponsive to attempts to modify behavior.
- Disregard of program expectations and/or inappropriate behavior by parents/guardians.

No refunds will be given for suspensions or expulsions.



RAP Contact Information:

R.A.P Classroom at Tahoe Lake Elementary School: 530-582-2707

Recreation Department Administration:

recreation@tcpud.org

Office: 530-583-3440 ext. 2

Carley Balint, Administrative Technician

cbalint@tcpud.org

Office: 530-584-2834

Paloma Gonzales, Recreation Supervisor

pgonzales@tcpud.org

Cell: 530-448-7002 (preferred)

Office: 530-584-2594

Cory Fisher, Recreation Supervisor

cfisher@tcpud.org

Cell: 530-448-7001 (preferred)

Office: 530-584-2837

Kurt Williams, Recreation Superintendent

kwilliams@tcpud.org

Office: 530-584-2835

TCPUD Recreation Department Recreation Afterschool Program
R.A.P. Admission Agreement 2026/2027

I, _____, the parent of _____ have received and read a copy of the R.A.P. Parent Handbook. I understand the policies and procedures described and will follow them to the best of my ability.

Parent/Guardian Signature: _____ Date: _____