



City of San Gabriel

◆ City With A Mission ◆ Founded 1771 ◆

Dear Parents or Guardians,

Your child is invited to participate in our free after-school sports program. The after school recreation program is open to 2nd through 5th graders. The program will run from 2:30 p.m. to 5:00 p.m., Monday thru Friday and 1:30 p.m. to 5:00 p.m. on Wednesdays. Each playground will have homework assistance, arts and crafts, games, and activities. Participants in 3rd, 4th and 5th grade will have the opportunity to represent their school and play in the seasonal sport. Please stop by and meet the Recreation Leaders. All participants must have a parent or guardian complete and sign a Participant Information Form with an Emergency Card and return it to their Recreation Leader in order to participate.

We realize it can be challenging to pick-up your child on time, however in order to maintain our free program, we have had to institute a late fee. If the recreation leaders are required to stay at the school site after 5:00 p.m. because a child has not been picked up, the parents will be charged a fee. **After 5:00 p.m. you will begin to incur a charge for every minute that your child is on site past the close of the day's program.**

- 0-5 Minutes Late = \$5
- 6-10 Minutes Late = \$10
- 11-15 Minutes Late = \$15
- 16-20 Minutes Late = \$20
- 21-25 Minutes Late = \$25
- 26-30 Minutes Late = \$30

If the participant remains on the playground site for more than 30 minutes after the close of the program (after 5:30 pm) the San Gabriel Police Department will be contacted to pick-up your child. You will then report to the Police Department to retrieve your child.

Late fees must be paid at the Recreation Center, 250 S. Mission Dr. in San Gabriel, by the end of the following week in order for your child to continue in the program.

If you have any questions please feel free to contact the Community Services Department at (626) 308-2875 for more information. We appreciate your understanding and your adherence to this policy.

Please sign and return the bottom portion of this letter to that you are aware and agree to this policy.

I am aware of the City of San Gabriel late pick-up fee. I will be charged if I do not pick-up my child(ren) from the Community Services after-school program by 5:00 pm.

Child's First Name: _____ Child's Last Name: _____

Parent's First Name Printed: _____ Parent's Last Name Printed: _____

Community Services Department 250 South Mission Drive, San Gabriel
Adult Recreation Center 324 South Mission Drive, San Gabriel
◆ 626-308-2875 ◆ FAX 626-308-0604 ◆