

City of Signal Hill
Parks, Recreation & Library Services



2025 -2026
Parent Handbook

WELCOME TO ARC!

Welcome to the City of Signal Hill Parks, Recreation & Library Services Department's Afterschool Recreation Club (ARC). ARC is an active recreation program for youth that engages children in a variety of recreational activities during their out-of-school time. ARC is designed to help children develop social skills, positive self-image and a sense of community.

LOCATION AND HOURS OF OPERATION

ARC is located in the Signal Hill Youth Center at Signal Hill Park. The Youth Center is a fully equipped recreation facility with two classrooms, and a variety of age appropriate games, toys and materials for children grades kindergarten through 5th grade.

Signal Hill Youth Center
1780 E. Hill Street
Signal Hill, CA 90755
cityofsignalhill.org
Phone: (562) 989-7329 Fax: (562) 989-7294

Program Hours: 1st – 5th grades

Mondays	2:00 to 6:00 p.m.
Tuesdays	2:00 to 6:00 p.m.
Wednesdays	2:00 to 6:00 p.m.
Thursdays	1:30 to 6:00 p.m.
Fridays	2:00 to 6:00 p.m.

ARC is open during most school days.

CONTACTS AND PHONE NUMBERS

Program Supervisors

Recreation Supervisor, Azuree Struiksma

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Senior Recreation Specialist, Brianna Quintanilla

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Parks, Recreation & Library Services Manager,

Alison Dobay

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Parks, Recreation & Library Services Director,

Yvette Aguilar

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Email: yaguilar@cityofsignalhill.org

General ARC program email:

ARC@cityofsignalhill.org

REGISTRATION AND ADMISSION

Eligibility

Children must be Signal Hill residents or be currently enrolled in either Alvarado or Signal Hill Elementary School. Space is limited and Signal Hill residents have priority registration.

Registration

The registration process for the ARC Program begins with a parent or legal guardian submitting a completed registration packet to ARC staff. If space is not available, the child's name is placed on a waiting list. If space is available, the parent or legal guardian pays a \$20 registration fee. Registration fee is per family and is valid from August 2025 to August 2026. Residents must provide either two proofs of residency or proof of employment within the City of Signal Hill, at time of registration for a resident discount. Once a complete registration packet, CivicRec account has been created and registration fee have been received by ARC staff, the child may begin to attend ARC.

All registration forms are subject to yearly renewal and must be kept up to date with current address and contact phone numbers, including work and mobile phone numbers.

Civic Rec

To improve and enhance the recreation experience, the Parks, Recreation & Library Services Department will be moving to a new online registration system. CivicRec is a friendly interface that allows participants to register and pay for programs such as ARC, Tweens, camps and excursions across various digital devices. A CivicRec account will be required for all Parks, Recreation & Library Services program participants, an account can be created through the city web site: cityofsignalhill.org.

Proof of Residency

Residents must provide two current proofs of residency or if employed within the City of Signal Hill, a proof of employment, at time of registration for a resident discount. Acceptable proofs of residency are: a recent utility bill (water, gas, electric or trash bill), rental agreement, California Driver's License or Identification Card. For individuals working at a business in Signal Hill, acceptable proof of residency are: a recent pay stub with the company's name and Signal Hill address, or a letter from your employer on company letterhead.

Waiting List

Waiting lists are established once the program is filled. When vacancies occur, the first eligible person on the waitlist will be notified. Once a call has been made to a family on the waiting list, the family will have 48 hours to call in and notify staff that they are interested in registering. If no call back is received within 48 hours, the next child on the list is called.

Fees

ARC is a fee-based program. Program fees include supervision, snacks, and all program supplies. The Program Fee Chart outlines session dates, fees, and payment due dates. Session fees are due the Wednesday before each session to avoid a late payment charge. A \$5 late payment fee, per child will be added to payments made on Thursday and a \$10 late payment fee, per child will be added to payments made on Friday. All late payments must be made at the Signal Hill Youth Center.

Forms of Payment

The City of Signal Hill accepts the following forms of payment: cash, personal check, credit card, debit card or money orders. Photo ID will be required upon accepting credit or debit card payment. Change will not be available when paying with cash. We cannot accept post-dated checks. A \$20 fee will be added for returned checks. Payments can be processed in the Signal Hill Youth Center, at City Hall or through CivicRec.

Sibling Discounts

Sibling discounts are for families who register two or more children in the same program for the same session of care. The discount will be applied to the second child's registration. After school care sibling discount is \$10 per two-week session.

GENERAL PROCEDURES

Program Attendance

If a child will be absent from ARC on any given day, a phone call must be made to the Signal Hill Youth Center at (562) 989-7329, to inform the office of their absence.

In order to keep your child's place in the program fees must be paid for each session. Parents may not skip payment for weeks or sessions.

After School Pick Up

Kindergarten – 5th graders attending Alvarado Elementary School and Signal Hill Elementary School will be designating a pickup location on the first week of school. After pick up, children will be walked by City staff to the Signal Hill Youth Center. Staff will depart 15 minutes after the last dismissal bell of the day. Staff will not return to the school site to pick up children who arrive after the group has left for the youth center. If this does occur, parents will be required to pick up the child at the school office.

ARC cannot accommodate late pick for any children participating in student council, other school activities, sports, tutoring or detention. Children must be escorted to ARC by a teacher from the school or taken to the school office for parent pick up.

Sign-in

Staff will sign in children picked up from school. Once a participant is signed in at the school site, he/she is considered to be part of the program for that day. If a participant leaves the ARC program site without permission, the Signal Hill Police Department will be notified and the child risks termination from the program.

Sign-out

Parents/authorized adults (over the age of 18) picking up a child from the ARC program must sign out their child on the sign-out sheet. **No one under the age of 18 may sign out a child.** If a participant leaves the ARC program site without permission, the Signal Hill Police Department will be notified and the child risks termination from the program.

Signatures

The adult signing for the child must sign the sign-in/out sheet with their full legal name – no initials please.

Authorized Persons for Pick-up

For your child's protection, only persons over 18 years of age, authorized by the parent/guardian and are designated on the Release Authorization may pick up your child. **Siblings under the age of 18 may not pick up your child.** Staff will require photo identification for persons other than the parent/guardian.

Over the Phone Authorized Pick-up

When calling over the phone to authorize a person not listed on the Release Authorization Form, **parents will be required to immediately provide authorization in writing before the child is picked up.** The writing should be signed and dated by the legal parent or guardian and provide the name and phone number of the authorized person as well as the date of release. Children will not be released until authorization is received via email or fax. Upon pick up, the authorized person will be required to show photo identification. If the authorized person will be picking up your child/ren regularly they must be added to the Release Authorization Form.

Late Pick-Up Procedure

When parents are late in picking up a child, a phone call is made at 6:01 p.m. and again at 6:10 p.m. to parents and all persons authorized on the Release Authorization Form. A late pick-up fee of \$15 per child will be charged for every portion of a fifteen-minute period past 6:01 p.m. Late pick up fees are due at the time of pick up or before the child returns to the program. Parents will receive one late pick up warning at no charge.

Separated/Divorced Parents/Guardians

Parents/guardians who are separated or divorced will need to provide copies of a signed court order if there are any restrictions regarding their child. Without a signed court order, staff will be required to release the child to either parent/guardian or whoever they authorize to pick up the participant. Staff will not get involved in personal family matters. Staff are not permitted to provide copies of documents (i.e. accident reports or attendance sheets) without a Public Records Request through the City Clerk's office.

Any issues related to the child will be discussed with whomever picks up the participant that day. Separated/divorced parents must determine their own method of sharing information. Staff will not make separate phone calls. Any written material that is mailed from the City of Signal Hill will be mailed to the address on the child's registration form.

Staff and Parent Communication

Staff will use a variety of channels to keep open communication with parents. Staff will communicate with parents frequently to provide insight into how the child is doing at ARC. Parents are encouraged to address any issues or concerns with the staff or program supervisors. Parents are also encouraged to share ideas, feedback and suggestions on how staff can keep the program fresh and

exciting.

Because we utilize our phone lines for many purposes, we ask that parents/guardians call to speak to their child only in the event of an emergency. Staff believes that part of the importance of building a staff and child relationship, is allowing the staff to become the "go to" person for the child while they are in program. If a child is having a rough day, it is a good opportunity for them to learn that they can rely on staff to care for them when they are away from their primary caregivers.

Special Needs

If you are a person with a disability or your child needs an accommodation to participate in City of Signal Hill programs, services, activities and meetings, contact the ADA/504 Coordinator at (562) 989-7307 at least 48 hours in advance to request an auxiliary aid or accommodations.

Illness and Medication

Children may not attend ARC if showing any signs of illness as determined by staff including: fever, colored nasal discharge, vomiting, diarrhea, pink eye, or other contagious diseases, such as chicken pox or head lice. If a child becomes ill at ARC, he or she will be isolated from the other children. A parent or guardian will be contacted to pick up the ill child, as our facilities are not equipped to take care of ill children. If the primary parent or guardian cannot be reached, staff will contact all other people on the Release Authorization Form. Children may not return to ARC until they are symptom free for 24 hours.

Staff will not administer medication unless a signed Medication Authorization Form and Permission to Administer Medication is on file. Form must be updated each school year, this includes inhalers, ointments etc.

Injuries

Safety is our number one priority. However, if your child is injured while participating in ARC, they will be given basic first aid treatment. If the injury is moderate or involves any injury to the head, neck or face, a parent will be contacted by phone immediately. If the injury is minor, a parent will be notified of the injury upon pick up by way of an "Ouch Report".

Emergencies

If your child is injured, the ARC Specialist will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to, the following: a) attempt to contact a parent/guardian or emergency contacts on the registration form; b) if the injury is of a serious nature, paramedics will be called; and c) if the child is taken to the hospital, a staff person will escort him or her.

In the case of a major emergency affecting the entire program, staff will stay with the children. If the buildings are unsafe, children will be moved to a safe, City-designated area, which is the basketball court area at Signal Hill Park. Please call the Signal Hill Police Department at (562) 989-7200 for updated information on the location of the children.

Children will only be released to persons listed on your authorization list during this time. For the safety of your child, it is important to notify the staff of any change of emergency information immediately.

Personal Articles

Participants should label all items; Staff assumes no responsibility for lost, broken or stolen articles. Children may not use electronic devices from home during program hours including: game players, music players, tablets, e-readers and/or cell phones.

Lost and Found

Please regularly check the Lost and Found for any items children may have lost. The Lost and Found is located in the Signal Hill Youth Center office. Items remaining in the Lost and Found will be donated to Goodwill at the end of each month.

Toys

The ARC Youth Center is designed to keep your child active and engaged during their out of school time. A variety of toys, equipment and materials are provided for this purpose. For this reason, children are asked not to bring toys (including but not limited to: trading cards, action figures, fidget spinners, slime, dolls or stuffed animals) to ARC. If a child brings a toy from home it will be held in the office until pick up.

Cell Phone Policy

Cell phone use by participants is prohibited. Staff will give one verbal warning and then confiscate any cell phone in a participant's possession. Confiscated phones will be returned to a parent/guardian at the end of the day. This policy is designed to help all participants remain engaged and have a better and more meaningful experience while at ARC. Parents/guardians are encouraged to call the Youth

Center office if there is an emergency.

Clothing

Children are required to wear comfortable clothing that enables them to actively engage in physical activities. Shorts should be worn under skirts or dresses. Children should be able to buckle and zip all clothing items without help. Children are encouraged to have a set of clothes at the youth center in case they are needed.

Shoes

Due to safety concerns, closed toe shoes are required but tennis shoes are preferred. If a child wears sandals or flip-flops, parent or guardian will be asked to bring another pair of shoes or pick their child up. Child will sit in the office until they have appropriate shoes.

Movies and YouTube

Movies and YouTube videos are seldom watched during program hours but may be used for special programming or to enhance a topic being explored by the children. While most films presented at ARC are rated **G - General Audiences**, periodically a **PG - Parental guidance suggested** film may be presented. If you have any objections to your child viewing a PG rated film, please inform the staff.

Vandalism

Parents are financially responsible for any vandalism, intentional damage and/or destruction of City or other business property caused by their child.

STAFF

The City of Signal Hill Parks, Recreation & Library Services Department administers ARC. Staff members are selected according to experience, education, and abilities to interact positively with children. Criminal background checks, fingerprinting, training in child abuse recognition and reporting procedures, and first aid and cardiopulmonary resuscitation (CPR) are required of all program staff.

Staff Ratios

Standard ARC staff to participant ratios are:	Kindergarten	1:10
	1 st Grade – 5 th Grade	1:14

Staff Trainings

Regular staff training sessions include expanding their knowledge regarding recreation programs, working with children's behavioral issues, implementing developmentally appropriate activities and innovative programming techniques.

ARC Early Closures

On rare occasions, ARC may close early for staff training, a holiday or a special event. This will happen very rarely and with advanced notice given to parents/guardians.

ACTIVITIES

Daily activities include a variety of developmentally appropriate educational, recreational, and cultural activities such as art, drama, music, sports, nature, games, science, story time, free play, and excursions. Staff spend time observing children to gauge current interests and spend time researching and developing activities using a broad range of resources. If your child has particular interests or hobbies that we can incorporate into the activity schedule, please share them with us.

Participation

Flexibility and choice are built into the regular programming to allow for individual activities and preferences, with group activities filling the remainder of the daily calendar. Because of the staff to participant ratio limitations, group participation by all children is strongly encouraged at all times. If there are any concerns about your child's involvement or participation, a staff member will address those concerns with you.

Parent Involvement

All children benefit from having parents or caregivers who are interested and involved in all aspects of their daily lives. Parents are encouraged to get to know your child's staff by spending a few minutes talking with them or observing their child in the program when possible. Staff will also provide activities throughout the year for parents and other family members to attend with the children such as Back 2 ARC Night, Art Night and more. We hope to see all families at these events and believe they build a very important bridge between families and ARC staff.

Snack

ARC children will be offered an afternoon snack daily. Parents may send additional snacks if your child is selective or has a strong appetite.

A Typical Day in Program

In order to better facilitate a strong sense of community within the program, children will be placed in small groups with peers close to their age. Each group, or “Team”, will start the day with a team meeting and then move through the day based on a schedule of activities developed around the children’s interests.

Time	Blue Team (Kindergarten & 1 st Grade)	Time	Red Team (2 nd & 3 rd Grade)	Green Team (4 th & 5 th Grade)
2:00	Pick Up	2:00	Pick Up	Pick Up
2:45	Centers	3:00	Team Meeting	Team Meeting
3:10	Team Meeting	3:15	Snack	Snack
3:15	Snack	3:30	Playground	Playground
3:30	Playground	3:45	Activity 1	Activity 1
4:00	Activity 1	4:30	Activity 2	Activity 2
4:30	Activity 2	5:15	Homework	Homework
5:15	Homework	5:50	Clean up	Clean up
5:50	Clean up	6:00	Program Closed	Program Closed
6:00	Program Closed			

Homework

The daily schedule will designate time each day for children to work on homework. Children who do not have homework or who finish their work early will be allowed to read or participate in other quiet, educational activities. Staff is on hand to provide general guidance but cannot offer individual tutoring. Parents are asked to go over their children’s homework nightly. If you do not want your child doing homework while in program, please let staff know.

BEHAVIOR GUIDANCE

ARC staff use positive behavior guidance methods when working with children in the program in an effort to maintain a safe, enjoyable atmosphere for everyone. There are three basic rules discussed that children are expected to follow while participating in our youth programs:

- **Be Safe.** ARC Program participants need to behave in such a way that they do not put themselves or others in danger.
- **Be Kind.** ARC Program participants are asked to demonstrate kindness and courtesy to the other children and the staff.
- **Be Positively Involved.** ARC Program participants are encouraged to find ways to be meaningfully involved, show good sportsmanship and follow the rules.

Use of Incentives to Encourage Positive Behavior

As children grow, the goal is for them to be motivated by the intrinsic rewards of positive behavior. Until this level of intrinsic motivation is achieved, staff may use a variety of incentives to encourage positive behavior. Such incentives might be a group reward or an individual reward. Children may earn extra privileges, small toys or treats, or a note home.

Managing Behavioral Challenges

Staff understands that children are still learning and discovering their place in the world around them. Some children may have more difficulty in relating to others, understanding the importance and benefit of rules and guidelines, and learning how to adapt to different expectations of adults. Because of this, staff will work actively to guide the children into learning how to handle negative feelings. Through a combination of active listening and role play, staff will help children discover ways to resolve conflicts.

Staff will discuss any ongoing issues with parents at the end of the day. For the safety and comfort of all participants, children not abiding of the program rules, display physical violence, aggression, sexually inappropriate behavior, harassment, bullying or who constantly have to be consulted about poor choices may be suspended and risk possible termination from the program.

The City reserves the right to remove a child from the program at any time, no refunds will be issued for suspension or dismissals.

Discipline Procedure

In the event a participant does not follow our rules and guidelines the redirection policy will be implemented as follows: staff may use their discretion as to how many verbal warnings and redirection periods will be issued before an office visit is required.

- The staff member will speak with the participant and inform them of their unacceptable behavior. We will positively redirect and encourage a solution for handling the situation to avoid the same or related problems.
- If the participant continues to break the rules, they will be logged in the behavior log and a staff member will speak with the parent during pick up.
- If the unacceptable behavior continues, depending on the incident and the severity, the situation may be grounds for any one of the following:
 - The participant may be sent to the office for a break.
 - The participant may be sent to the office for a conference with the Recreation Specialist.
 - The parent/guardian will receive a phone call or conference with the Recreation Specialist.
 - The participant may be sent to the office and required to be picked up
 - The participant may be suspended from the program for the days the Senior Recreation Specialist feels necessary.
 - The participant may be expelled from the program.

We respond to misbehaviors and conflicts in an appropriate manner. We hold the right to suspend or expel children from our programs if they or their family threatens safety or interferes with the sustainability of a quality program

Examples of misbehavior that could result in one of the procedures listed above:

1. Causing or attempting to cause physical injury to a fellow camper, staff, or member of the public
2. Causing damage to City property or private property
3. Committing an obscene act
4. Engaging in habitual profanity, inappropriate words, teasing, vulgarity, threatening language/gestures, or harassing language
5. Willfully defying and/or disrespecting the staff
6. Engaging in bullying through verbal, physical interaction and/or electronic device
7. Running away from staff or refusing to remain with group
8. Stealing
9. Breaking the program or facility rules
10. Additional behavior that may be disruptive, unsafe, and/or inappropriate
11. Not following program policies and procedures related to applicable safety guidelines and protocols from the Los Angeles County Department of Health and the State of California

Please refer to the Participant Code of Conduct for more details.

The City reserves the right to remove a child from the program at any time, no refunds will be issued for suspension or dismissals.

Behavior Contracts

Sometimes it becomes necessary to place the child on a behavioral contract. This occurs when repeated attempts to guide the child towards positive behavior have failed. A behavior contract is developed by the ARC Coordinator and the parents and will include specific daily goals and objectives, specific rewards and also specific consequences for poor choices. Children placed on a behavior contract may be prohibited from attending field trips and/or participating in off-site or special events. In serious cases, children may risk termination from the program.

Sharing Concerns

If at any time you have a concern or a question about ARC, you are encouraged to address the Recreation Coordinator. The Recreation Coordinator is the senior staff member of the ARC program and can help determine the best course of action to resolve your concerns.

Parent/Guardian Conduct

It is important that parents, guardians, and authorized representatives of the child role model positive behavior while at the program. Parents, guardians, and authorized representatives can be asked to leave the program if their behavior is deemed inappropriate.

Parents, guardians, authorized representatives, and authorized visitors are expected to behave respectfully when communicating with staff members. Parents, guardians, and authorized representatives are prohibited from addressing other children or other parents in relation to behavior concerns related to their child. We ask that parents allow staff to address behaviors with other children and their families. Any inappropriate behavior, abuse, or harassment will result in the suspension or cancellation of the child's enrollment. This includes yelling, threatening or other perceived aggressive behavior. Please note that refunds will not be issued if child's enrollment is suspended or terminated due to inappropriate behavior, abuse, or harassment from a parent, guardian, or authorized representative.

ARC 2025 - 2026 PROGRAM FEES
(Program fees and dates are subject to change)

Signal Hill Park – PM Kindergarten Fees

Session	Payment Due	Dates	Resident	Non-Resident
1	August 20	August 26 - September 5	\$68.00	\$84.00
*ARC closed September 1 – Labor Day				
2	September 3	September 8 - September 19	\$85.00	\$105.00
3	September 17	September 22 - October 3	\$85.00	\$105.00
4	October 1	October 6 - October 17	\$85.00	\$105.00
5	October 15	October 20 – October 31	\$85.00	\$105.00
6	October 29	November 3 - November 14	\$76.50	\$94.50
*ARC closed November 11 – Veterans Day				
*ARC Closed November 24-28 – Thanksgiving Break				
7	November 12	November 17 – December 5	\$85.00	\$105.00
8	December 3	December 8 – December 19	\$85.00	\$105.00
9	December 17	January 5 – January 16	\$88.00	\$109.00
*ARC closed January 19 – M.L.K Day				
10	January 14	January 19 – January 30	\$79.20	\$98.10
*ARC closed February 10 – Lincoln Day				
11	January 28	February 2 – February 13	\$79.20	\$98.10
*ARC closed February 17 – Washington Day				
12	February 11	February 16 – February 27	\$79.20	\$98.10
13	February 25	March 2 – March 13	\$88.00	\$109.00
14	March 11	March 16 – March 27	\$88.00	\$109.00
15	March 25	March 30 - April 10	\$79.20	\$98.10
*ARC closed April 3 – Admission Day				
	Due upon registration	Spring Camp: April 14 – April 18	\$80.00	\$90.00
16	April 15	April 20- May 1	\$88.00	\$105.00
17	April 29	May 4 – May 15	\$88.00	\$105.00
*ARC closed May 25 – Memorial Day				
18	May 13	May 18 – May 29	\$79.20	\$98.10
		ARC closed June 11 – Last Day of School		
19	May 27	June 1 – June 11	\$79.20	\$98.10

* Dates of closures

Payment is due the Wednesday before the start of the next session to avoid any late fees.

Additional Fees

Charge	Fees
Late Session Payment on Thursday (per child)	\$5
Late Session Payment on Friday (per child)	\$10
Late Pick Up (per 15 minute period)	\$15+

ARC 2025 - 2026 PROGRAM FEES
(Program fees and dates are subject to change)

Signal Hill Park – 1st through 5th Grade Fees

Session	Payment Due	Dates	Resident	Non-Resident
1	August 20	August 26 - September 5	\$58.50	\$76.50
*ARC closed September 1 – Labor Day				
2	September 3	September 8 – September 19	\$65.00	\$85.00
3	September 17	September 22 – October 3	\$65.00	\$85.00
4	October 1	October 6 – October 17	\$65.00	\$85.00
5	October 15	October 20 – October 31	\$65.00	\$85.00
6	October 29	November 3 – November 14	\$58.50	\$76.50
*ARC closed November 11 – Veterans Day				
*ARC Closed November 24-28 – Thanksgiving Break				
7	November 12	November 17 – December 5	\$65.00	\$85.00
8	December 3	December 8- December 19	\$65.00	\$85.00
9	December 17	January 5 – January 16	\$68.00	\$109.00
ARC closed January 19 – M.L.K Day				
10	January 14	January 19 – January 30	\$61.20	\$98.10
**ARC closed February 10 – Lincoln Day				
11	January 28	February 2 – February 13	\$61.20	\$98.10
*ARC closed February 17 – Washington Day				
12	February 11	February 16 – February 27	\$61.20	\$98.10
13	February 25	March 2 – March 13	\$68.00	\$109.00
14	March 11	March 16 – March 27	\$68.00	\$109.00
15	March 25	March 30 – April 10	\$61.20	\$98.10
*ARC closed April 3 – Admission Day				
	Due upon registration	Spring Camp: April 14 – April 18	\$80.00	\$90.00
16	April 15	April 20 – May 1	\$68.00	\$109.00
17	April 29	May 4 – May 15	\$68.00	\$109.00
*ARC closed May 25 – Memorial Day				
18	May 13	May 18 – May 29	\$61.20	\$98.10
		ARC closed June 11 – Last Day of School		
19	May 27	June 1 – June 11	\$61.20	\$98.10

*** Dates of closures**

Payment is due the Wednesday before the start of the next session to avoid any late fees.

Additional Fees

Charge	Fees
Late Session Payment on Thursday (per child)	\$5
Late Session Payment on Friday (per child)	\$10
Late Pick Up (per 15 minute period)	\$15+

THERE ARE NO REFUNDS, CREDITS, OR TRANSFERS

Fees are subject to change with or without notice.

ARC 2025 - 2026 PROGRAM FEES
(Program fees and dates are subject to change)

Signal Hill Park – 6th – 8th Grade Fees

Session	Payment Due	Dates	Resident	Non-Resident
1	August 20	August 26 - September 5	\$20	\$24
*ARC closed September 1 – Labor Day				
2	September 3	September 8 – September 19	\$25.00	\$30.00
3	September 17	September 22 – October 3	\$25.00	\$30.00
4	October 1	October 6 – October 17	\$25.00	\$30.00
5	October 15	October 20 – October 31	\$25.00	\$30.00
6	October 29	November 3 – November 14	\$22.50	\$27.00
*ARC closed November 11 – Veterans Day				
*ARC Closed November 24-28 – Thanksgiving Break				
7	November 12	November 17 – December 5	\$25.00	\$30.00
8	December 3	December 8- December 19	\$25.00	\$30.00
9	December 17	January 5 – January 16	\$26.00	\$31.00
ARC closed January 19 – M.L.K Day				
10	January 14	January 19 – January 30	\$23.40	\$27.90
**ARC closed February 10 – Lincoln Day				
11	January 28	February 2 – February 13	\$23.40	\$27.90
*ARC closed February 17 – Washington Day				
12	February 11	February 16 – February 27	\$23.40	\$27.90
13	February 25	March 2 – March 13	\$26.00	\$31.00
14	March 11	March 16 – March 27	\$26.00	\$31.00
15	March 25	March 30 – April 10	\$23.40	\$27.90
*ARC closed April 3 – Admission Day				
16	April 15	April 20 – May 1	\$26.00	\$31.00
17	April 29	May 4 – May 15	\$26.00	\$31.00
*ARC closed May 25 – Memorial Day				
18	May 13	May 18 – May 29	\$23.40	\$27.90
		ARC closed June 11 – Last Day of School		
19	May 27	June 1 – June 10	\$20	\$24

* Dates of closures

Payment is due the Wednesday before the start of the next session to avoid any late fees.

Additional Fees

Charge	Fees
Late Session Payment on Thursday (per child)	\$5
Late Session Payment on Friday (per child)	\$10
Late Pick Up (per 15 minute period)	\$15+

THERE ARE NO REFUNDS, CREDITS, OR TRANSFERS
Fees are subject to change with or without notice.

ARC 2025 -2026 HOLIDAY CLOSURES & IMPORTANT DATES*(Program dates are subject to change)*

Month	Date	
August	26	First Day of School ARC 2025 - 2026 Program Begins

Month	Date	
September	1	All City Facilities Closed – Labor Day
	16	Back to School Elementary
	23	Back to School Middle School

Month	Date	
November	4-12	Elementary Conferences
	11	All City Facilities Closed – Veterans Day
	21	ARC Friendsgiving
	24 - 28	ARC Program Closed week of Thanksgiving

Month	Date	
December	20	Last Day of School
	25 -29	ARC Program Closed week of Christmas
	25	All City Facilities Closed – Christmas Day

Month	Date	
January	1	All City Facilities Closed – New Year's Day
	5	Back to School
	19	All City Facilities Closed – M.L. King, Jr. Day

Month	Date	
February	9	ARC Closed – Lincoln Day
	16	All City Facilities Closed – Washington Day

Month	Date	
April	Mar 31-Apr 1	Elementary Conferences
	3	Admissions Day – No school and ARC program Closed
	6-10	Spring Camp

Month	Date	
May	19	Elementary Open House
	20	Middle School Open House
	25	All City Facilities Closed – Memorial Day

Month	Date	
June	10	Last Day of ARC- Closed June 11

PLEASE SIGN & RETURN TO ARC STAFF:

Parent Handbook & Program Guidelines

Initials I have been provided a City of Signal Hill Afterschool Recreation Club (ARC) Parent Handbook. I understand it is my responsibility to read and adhere to the information in the 2025 – 2026 ARC Parent Handbook. I agree to follow ARC rules and ensure that my child understands and follows the rules. I understand that my child's participation in the City of Signal Hill Afterschool Recreation Club is a privilege and failure to abide by the rules set forth in this handbook can result in his or her removal from the ARC program.

Initials I understand that COVID-19 guidelines are constantly changing and that all Signal Hill programs may need to make adjustments to procedures to be in compliance with these guidelines at any time.

Parent/Guardian Signature

Print Name

Date