

# Fall Instructor Meeting



# Marina Park

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## CESAR ARMAS

Recreation Coordinator

O: 949-270-8155 | C: 562-716-6847  
[carmas@newportbeachca.gov](mailto:carmas@newportbeachca.gov)

## DANNY RICE

Recreation Supervisor

O: 949-270-8154 | C: 714-235-0550  
[drice@newportbeachca.gov](mailto:drice@newportbeachca.gov)





# Newport Coast Community Center

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## **TU PHAN**

Recreation Coordinator

O: 949-270-8103 | C: 714-390-5945

[tphan@newportbeachca.gov](mailto:tphan@newportbeachca.gov)

## **VACANT**

Recreation Supervisor

# Community Youth Center

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## MICHELLE LEE

Recreation Coordinator

O: 949-718-1862 | C: 661-317-7910

[mlee@newportbeachca.gov](mailto:mlee@newportbeachca.gov)

## MOLLY PATIENCE

Recreation Supervisor

O: 949-644-3145 | C: 661-903-0848

[mpatience@newportbeachca.gov](mailto:mpatience@newportbeachca.gov)





# Non-Staffed Facilities

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**Bonita Creek Community Center**

**Carroll Beek Center**

**Cliff Drive**

**Vincent Jorgensen Community Room**

# OASIS

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## **ANNE DOUGHTY**

Recreation Supervisor

O: 949-718-1822

[adoughty@newportbeachca.gov](mailto:adoughty@newportbeachca.gov)

## **JENA ZAPIEN**

Health and Wellness Supervisor

O: 949-718-1821

[jzapien@newportbeachca.gov](mailto:jzapien@newportbeachca.gov)





# Newport Beach Sports

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## **OMAR ORDIANO**

Recreation Coordinator

O: 949-718-1993

[oordiano@newportbeachca.gov](mailto:oordiano@newportbeachca.gov)

## **CODY HUSON**

Recreation Supervisor

O: 949-644-3154

[chuson@newportbeachca.gov](mailto:chuson@newportbeachca.gov)

# Management

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## **BRASON ALEXANDER**

Recreation Manager

O: 949-644-3150 | [balexander@newportbeachca.gov](mailto:balexander@newportbeachca.gov)

## **BRIAN CORDEIRO**

Recreation Manager

O: 949-644-3156 | [bcordeiro@newportbeachca.gov](mailto:bcordeiro@newportbeachca.gov)

## **RACQUEL VALDEZ**

Recreation Manager

O: 949-270-8156 | [rvaldez@newportbeachca.gov](mailto:rvaldez@newportbeachca.gov)

## **MELISSA GLEASON**

Senior Services Manager

O: 949-644-3247 | [mgleason@newportbeachca.gov](mailto:mgleason@newportbeachca.gov)

## **JUSTIN SCHMILLEN**

Recreation & Senior Services Deputy Director

O: 949-644-3160 | [jschmillen@newportbeachca.gov](mailto:jschmillen@newportbeachca.gov)

## **SEAN LEVIN**

Recreation & Senior Services Director

O: 949-644-3159 | [slevin@newportbeachca.gov](mailto:slevin@newportbeachca.gov)





# Newport Beach Recreation Front Desk

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949-644-3151

[recreation@newportbeachca.gov](mailto:recreation@newportbeachca.gov)



# After Hours

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Monday - Friday: 5:30pm-7:30am  
Saturday & Sunday: All Day

## Park Patrol

949-795-2381

## Police Dispatch

949-644-3717

## Emergencies

911

# By The Numbers

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Recreation (CYC, Marina Park, NCCC,  
Non-staffed facilities, & parks)

- 50+ contract instructors
- 7+ contract class staff
- 600+ classes, camps, workshops, & lessons each season
- Serve 1-3.5k residents and 700-2k non-residents each season





# Insurance

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Insurance Reviewer- EBIX

If you have any questions regarding the status of your account during the review process, contact Ebix at 951-766-2285 or [newportbeachca@ebix.com](mailto:newportbeachca@ebix.com)

Sexual Abuse/Molestation coverage through your broker or SCMAF (if on the approved class list)

Required verbiage:

“City of Newport Beach, its City Council, boards and commissions, officers, agents, volunteers and employees.”



**We are  
here to  
help you  
succeed**



# Class Proposals

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## OUR PROCESS

Calendar

Proposals

Update descriptions, revise dates,  
propose new classes

Links

Review for accurate entry by staff  
(check dates, fees, descriptions,  
etc.)

Proofs

Only submit corrections to errors

Navigator

## 2023 NAVIGATOR PRODUCTION TIMELINE

*\*dates are subject to change as needed*

	Winter 2023	Camp Newport 2023	Spring 2023	Summer 2023	Fall 2023
<b>Session Dates</b>	1/3/23- 3/19/23	5/30/23- 8/18/23	3/20/23- 6/11/23	6/12/23- 9/3/23	9/5/23- 12/22/23
<b>Proposals Accepted</b>	8/15/23- 8/26/23	10/24/23- 11/4/23	10/31/23- 11/10/23	2/13/23- 2/24/23	5/1/23- 5/12/23
<b>Links Sent</b>	9/15/23- 9/20/23	12/8/23- 12/13/23	12/15/23- 12/22/23	3/16/23- 3/21/23	5/31/23- 6/6/23
<b>Proofs Sent</b>	10/12/23- 10/18/23	1/11/23- 1/17/23	2/1/23- 2/6/23	4/12/23- 4/17/23	6/29/23- 7/7/23
<b>Registration Opens</b>	11/17/23	2/16/23	3/9/23	5/18/23	8/10/23

# Class Titles & Descriptions

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## CATCHY TITLES

- Keep your target audience in mind.
- Make personal and positive.
- Keep it simple.

## HONEST DESCRIPTIONS

- Stay true to what your class will do.
- Don't overpromise, but don't be too vague.
- Your class should match your description

## LEVELS & PARTS

- Let your participants move and grow through your program.

### Detectives: Fun with Forensics! - MA3002

#### Description:

Come and join the fun to become a Forensic Scientist - Bionerds way! Your child will learn forensic and biology techniques, experiment and activities to further deductive reasoning to uncover the truth following in the footsteps of Detective Sherlock Holmes and Scotland Yard. Topics will include fingerprinting, DNA, trace evidence, wildfire forensic, and more. No Class: 2/18, 3/11

Total enrolled: 7

### Forensic Science: Bionerds Ways! - NEL303

#### Description:

Come and join the fun to become a Forensic Scientist - Bionerds way! Your child will learn forensic and biology techniques, experiment and activities to further deductive reasoning to uncover the truth following in the footsteps of Sherlock Holmes and Scotland Yard. Topics will include fingerprinting, DNA, trace evidence, wildfire forensic, and more.

**No Class 2/18, 3/11**

Cancelled at two schools  
due to low enrollment

# Ratios

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## UP TO YOU

- Safety first!
- We can provide guidance based on observation and feedback.
- First impressions really matter.

Consider 2 staff minimum at any unstaffed sites

## WE CAN ALWAYS UPDATE

- Start small if you only have one instructor secured.
- We can always raise your maximum.

## RESTROOM PROCEDURES

- You should determine when it's appropriate for groups versus sending a pair, etc.



Erik Nelson Surf Camp advertise a 4:1 ratio

# Fingerprinting & Badges

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## FINGERPRINTS

- Exhibit A
- Additional Forms
- PD/Background Clearance Timeline
- **Plan ahead and have alternatives**
- Parent Participation & Aides

## ALL INSTRUCTORS NEED TO HAVE IT

It shows us and participants they are cleared and approved to be teaching.

## REPLACEMENTS

If lost, please call or email the front desk for a replacement. There is a \$5 replacement fee.



## Registration

### Online

Available only prior to class start date.

1. Go to [newportbeachca.gov](http://newportbeachca.gov)

2. Click on Classes.

3. Click on My Account.

4. Enter Username & Password.

5. Click on Register for Activities.

6. Sort Activities or Search for class

7. Click on Name of Activity.

8. Click Add to My Cart.

9. Follow the steps for payment.

### Mail-In or Email

REGISTRATION FORM & PAYMENT TO:

Recreation & Senior Services Dept.

City of Newport Beach

100 Civic Center Drive

Newport Beach, CA 92660

[recreation@newportbeachca.gov](mailto:recreation@newportbeachca.gov)

### Fax-In

Both pages of the registration form

including your Visa, Description

Mastercard, Discover or AmEx card

number/expiration date and fax to

949-644-3155. Faxes are processed

during regular business hours.

### Walk-In

Recreation & Senior Services Dept.

100 Civic Center Dr.

Newport Beach, CA 92660

Monday–Thursday: 7:30 a.m.–5:30 p.m.

Friday: 7:30 a.m.–4:30 p.m.

Newport Coast Community Center

6401 San Joaquin Hills Rd.

Newport Beach, CA 92657

Monday–Thursday: 8 a.m.–10 p.m.

Friday: 8 a.m.–4 p.m.

Saturday: 9 a.m.–1 p.m.

OASIS Senior Center

801 Narcissus Ave.

Corona del Mar, CA 92625

Monday–Friday: 8 a.m.–5 p.m.

Marina Park Community Center

1600 West Balboa Blvd.

Newport Beach, CA 92663

Monday–Thursday: 7:30 a.m.–5:30 p.m.

Friday: 7:30 a.m.–4:30 p.m.

### Registration Information

- Registration is required for all programs/camps.
- Programs/camps are subject to change without notice.
- Fax and mail-in registrations are processed upon receipt of a completed and signed registration form.
- Confirmation receipts are emailed for fax and mail-in registration. Online registration receipts available under account information.
- Registration will NOT be accepted over the phone.
- Fees are not pro-rated for missed classes or late registration.
- If program/camp is full, you will be placed on a wait list. If space becomes available, City staff will contact you and provide a 24 hour response time before moving to the next person on the list. No class petitioning permitted.

### Refund Policy

#### Program Cancellation

A full refund will be granted if program/camp is cancelled by the Recreation & Senior Services Department.

#### Participant Request for Program/Camps

Unless otherwise noted, no refunds after the commencement of the second class or camp. Refunds for workshops and one or two day classes will be granted if requested five business days before class begins.

#### Refund Fees

##### Classes/Workshops

- \$10 for classes/camps \$74 and under.
- \$20 for classes/camps \$75 and above.

##### Newport Beach Day Camps/Pint Sized Campers

- \$25 refund fee applies for withdrawals with seven days or more notice.
- \$50 refund fee applies for withdrawals with six days or less notice.
- No refunds once camp has begun.

##### Contract Summer Camps

- \$10 for camps \$74 and under before camp begins
- \$20 for camps \$75 and above before camp begins
- If request is made before the second day of camp a refund fee equivalent to a single day of camp will be charged unless other wise noted. NO REFUNDS after commencement of second day of camp.
- Events/Excursions no refunds.

##### Refund Processing Time/Payment Type

- Check/Cash – Refunds processed within 3-4 weeks by mailed check.
- Credit Card – Refunds processed within 3-5 days

##### Participant Code of Conduct

All participants are expected to exhibit appropriate behavior at all times while participating, being a spectator, or attending any program or activity conducted or sponsored by the City of Newport Beach Recreation & Senior Services Department. The following guidelines are designed to provide safe and enjoyable activities for all participants:

- Be respectful of and to all participants and program staff.
- Take direction from program staff/supervisors.
- Refrain from using abusive or foul language.
- Refrain from causing bodily harm to self, other participants, or program staff/supervisors.
- Refrain from damaging equipment, supplies, and facilities.
- Refrain from harassment of staff, instructors or participants.
- Failure to follow these rules may result in denial of program participation privileges. The City of Newport Beach Recreation & Senior Services Department strives to make your participation fun-filled, rewarding, educational and safe. Thank you for your cooperation.

### CREDIT CARD INFORMATION

Credit Card Number	Exp. Date
Full Name Appearing On the Credit Card	CVV (3 or 4 digit code on back of card)

# Class Fees & Compensation

## ACTIVITY FEE

This fee is set by instructors; this is what is split

## ADMIN FEE

\$5 “invisible” fee; added to activity fee

## NON-RESIDENT FEE

\$5/class \$74 & below; \$10/class \$75 & up  
\$10/camps \$124 & below; \$20/camp \$125 & up

## REFUND FEE

\$10/class & camps \$74 & below; \$20/class & camps \$75 & up

## MATERIAL FEE

Set by instructor, approved by city to be justified & consistent  
Payment can be taken via Venmo, PayPal, check, or cash

# Drop In Classes

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## WE CAN DO IT

We enjoy drop-in classes. This gives participants a chance to try your class without the full commitment. We can do it, but please indicate the drop-in option on your proposal.

## STAFFED FACILITIES ONLY

Due to nature of drop-in classes, we can only schedule them at staffed facilities.



### Yoga 101

#### Jessi Moon Conder

Would you like to learn yoga in a more traditional sense? In this course we will practice gentle yoga, breathing techniques and meditation. You can ask questions and learn the ancient science while making new friends in a peaceful setting with Jessi Moon, senior teacher from The Self Awareness Institute.

**No class 11/11, 11/25-11/27, 12/1**

- Please bring: yoga mat or blanket to sit on.
- Drop-In (NO REFUNDS) \$25

#### **BONITA CREEK PARK AND COMMUNITY CENTER**

W	10-11am	9/11-10/16	14yrs-Adult	\$125	<b>FB4013</b>
W	10-11am	10/30-12/11	14yrs-Adult	\$125	<b>FB4015</b>

#### **COMMUNITY YOUTH CENTER (CYC)**

M	5:30-6:30pm	9/9-10/14	13yrs-Adult	\$125	<b>CY4085</b>
M	5:30-6:30pm	10/28-12/9	13yrs-Adult	\$105	<b>CY4086</b>

#### **MARINA PARK**

M	9-10am	9/9-10/14	14yrs-Adult	\$125	<b>MP4061</b>
M	9-10am	10/28-12/9	14yrs-Adult	\$125	<b>MP4062</b>
Su	10-11am	9/15-10/20	14yrs-Adult	\$125	<b>MP4063</b>
Su	10-11am	11/3-12/15	14yrs-Adult	\$125	<b>MP4064</b>

#### **NEWPORT COAST COMMUNITY CENTER**

Tu	9-10am	9/10-10/15	13yrs-Adult	\$125	<b>NCC453</b>
Tu	9-10am	10/29-12/10	13yrs-Adult	\$125	<b>NCC454</b>





**Tumble-N-Kids, Inc.**

*Before Class Starts:*

- Make a Name Tag for your Tumbler**
- Check in on attendance sheet**
- Use the Restroom**
- Tie hair back**
- Remove Shoes & Socks**
- Check your SMILE :)**
- Wait for the Instructor to open the door**

♥ **Your TNK Coaches**

# Preparing Participants

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## PEOPLE LIKE TO BE PREPARED

Send an email ahead of time, have a sign, or start class with a plan for the day and/or session. Email should include:

- Location
- Time
- Directions and/or Map
- List what participants should bring
- Include emergency form for students to arrive with
- List information about any published materials fee

# newportbeachca.gov/instructors

## CURRENT INSTRUCTORS

FORMS, ACCOUNT LOGINS, PRODUCTION DATES AND OTHER INFORMATION MAY BE FOUND FOR CURRENT INSTRUCTORS WITHIN THE TABS OR TABLE BELOW.

### Login & Submit Proposals

- [Accident Report](#)
- [Cancelled, Refund & Transfer Activity Form](#)
- [Direct Deposit Change Form](#)
- [Emergency Forms](#)
- [Exhibit A](#)
- [Going Home Form](#)
- [Incident Report](#)
- [Instructor Handbook](#)
- [Late Log](#)
- [Parental Consent Form-Background Check](#)
- [RSS Class Manager Instructor Guidelines \(proposal app instructions\)](#)
- [RSS Class Manager Instructor Guidelines for Camps](#)
- [Subcontractor Fingerprint Procedures](#)
- [Work Parking Permit Application](#)

### Instructor Forms

Current [List](#) of City staff dedicated to Contract Classes.

### Login & Submit Proposals

### COVID-19 Forms & Information

### Instructor Forms

- [Login Into Your ActiveNet Account](#)
- [Submit your class proposal](#) (Next Proposal Period: Winter 2023 Classes)
- [Submit your summer camp proposal](#) (*Camp Newport 2023 proposals coming your way in October 2022. Contact your Coordinator for more information.*)

[Instructor ActiveNet Login](#)

# ActiveNet Roster-Daily

## USE IT DAILY

It is important to get the sign in/sign out from parents for each class.

### Attendance Sheet - Daily

▼ Search Criterias



▼ Select Activities

Select Season

Select Term

Search

Select <input type="checkbox"/>	Activities	Activities Number	#Enrolled	Facility	Start Date	Time
<input type="checkbox"/>	Life Skills for Kids: Part 1	MA1004	0	Mariners School	Sep 17, 2019	3:15 PM
<input checked="" type="checkbox"/>	Manners, Character & Social Skills - Part One	CY4045	4	CYC China Cove (LR)	Sep 12, 2019	3:05 PM
<input type="checkbox"/>	Manners, Character & Social Skills - Part Two	CY4046	0	CYC China Cove (LR)	Nov 14, 2019	3:05 PM

Activity Meeting Dates  
 From:    
 To:  

Page 1 of 5

### Activity Attendance Sheet - Daily

Aug 20, 2019  
8:19 AM

#### Manners, Character & Social Skills - Part One - CY4045

Dates: **Sep 12, 2019** to **Oct 17, 2019**      Season: **2019 Fall**      Enroll Min/Max: **6 to 12**      Enrolled: **4**  
 Time: **03:05 PM** to **05:15 PM**      Term:      Waiting List: **0**      Holds: **0**  
 Weekdays **Th**      Primary Instructor: **~ Etiquette Factory W Ms. Nelson**      Team Placeholders: **0**  
 Type: **Activity**      Location: **CYC China Cove (LR)**      Total: **4**  
 ActivityCategory/Activity: **Enrichment / Youth & Teen**      Ages: **5 to 13**      Open: **8**

#	Enrollee Name	Qty	Sep 19	Time In	Signature	Time Out	Signature
1	Mitchell, Luke	1					
2	Mitchell, Ryan	1					
3	Noel, Ollie	1					
4	Noel, Rosalie	1					

Name

Values

Type of transactions **Roster**

Residency **All Customers**

Customer Name Format **Lastname, Firstname**

Retired **All Customers**

Show Authorized Pick Ups? **No**

Include Medical Alert Notes?

Show Prerequisites?

Calculate Age Based On

Report Date

Activity Start Date

Specified Age Calculation Date  
(If not specified, use start date instead)

Optional Field 1 **Cell Phone**

Optional Field 2 **Home Phone**

Optional Field 3 **Work Phone**

Optional Field 4 **1st Contact Phone**

Team/Group Roster

Include Team Contacts?

Include League Contacts?

Show Transaction Date and Time

Show all Membership Custom Questions?

Show Specific Custom Questions

**ACE Kinder Club?**

**ACE: Child Attend After-School Progr...**

Custom Question Text to Print **Full Question**

Show Coupons?

Show Customer Skills **None**

Show Incomplete Waivers Only?

Show Charges for Customer?

Show Customer Alternate Keys?

Show Customer Pass Numbers?

Show Customer Type?

Output Type **Adobe Acrobat Reader**

Output as an Enrollee List?

Include Customer's Transaction Notes?

Include Staff's Transaction Notes?

Include Head of Household?

Use Head of Household Contact Information?

Include Trial?

Include Planned Absences?

Include Make-up Class Customers?

Print Rosters That Have Changed Since  **12/31**

Sort Contents by **Enrollee Name**

Sort Pages by **Instructor Name**

Sort Private Lesson Rosters by **Enrollee Name**

Show Private Lesson in Summary Form?

# ActiveNet Roster-Brief

## INCLUDE ALL YOU CAN

We highly recommend including cell phone, home phone, work phone, and email. You have the option to answers to questions asked and transaction notes.





Fri 6/21/2019 3:09 PM

Matthew Junior <mjunior@skyhawks.com>

Cancellations

To  Recreation

Cc  Cameron MacDonald

Retention Policy CNB-DPT-Inbox-90Days (90 days)

Expires 9/19/2019



Summer 2019 Tennis SKY301.pdf  
122 KB

Hello,

Unfortunately, we need to cancel 2 class starting on Monday 6/24.

SKY301 Tennis – 0 enrolled – see attached form

FB3012 BaseballTots – 2 enrolled – we are contacting them right now to see if we can convince them to combine with FB3011. I'll send over the form as soon as I get responses from everyone. If you could close out the enrollment at this point, that would be great.

Thanks!

Matt Junior  
OC & SD Area Manager

[Skyhawks](#)

[SuperTots](#)

714-594-9173

# Email Etiquette

## CLASS CODE

We can't do anything if we don't know what class you are referring to.

## ATTACHMENTS

Check before sending your attachment that words have been saved.

## HOW DID YOU CONTACT PARTICIPANTS?

Let us know. If a participant calls, our staff can refer back to your email and let the participant know how they were notified of the cancellation.



# Facility Usage

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## **STAFFED FACILITIES**

City staff will have your room set up for you upon arrival. Let us know specific needs in advance.

## **NON-STAFFED FACILITIES**

Instructors are responsible for set up and clean up at non-staffed facilities. Please leave the room empty.

## **EMERGENCIES**

Follow the direction of staff.

# Shared Field Space

## YSC Groups & Instructors

- Youth Sports Organizations
  - Priority usage
  - Field allocations
- Aware of where you're setting up
- Shared-use maps for high-use parks

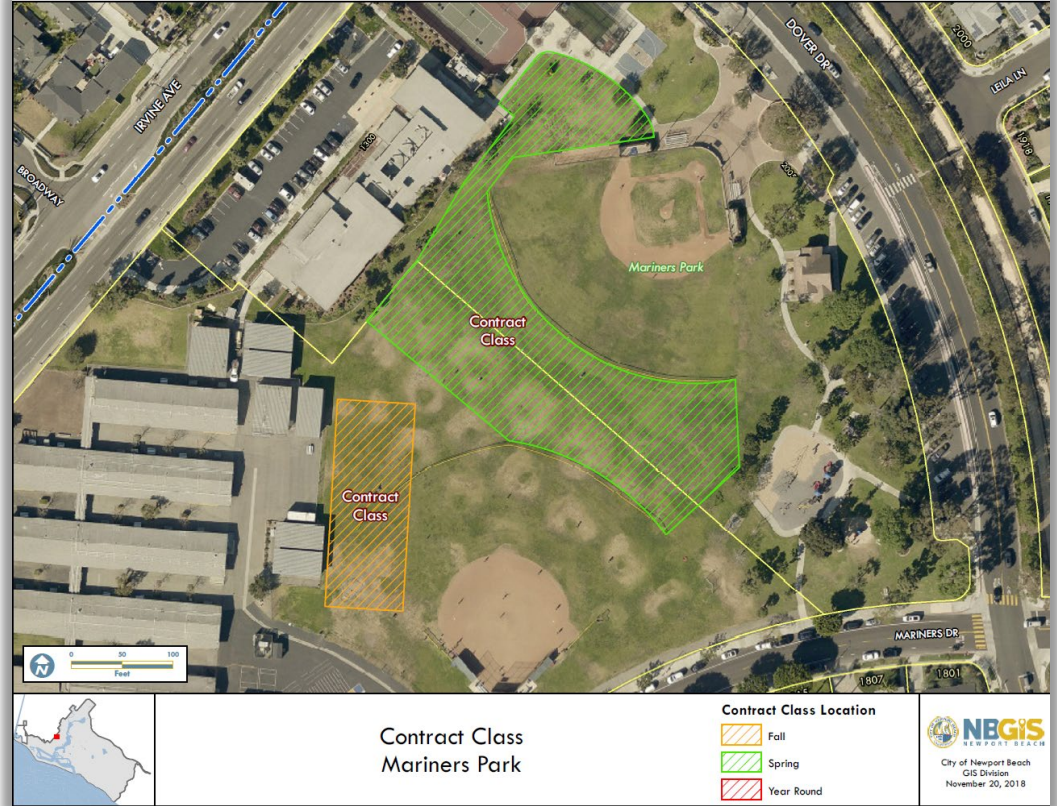


# Shared Field Space

## YSC Groups & Instructors

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- If you run into issues, please work with the coaches to find the appropriate space.
- If the coaches won't move:
  1. Call your Coordinator
  2. Call Park Patrol
- Follow up



# Publicity

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## NAVIGATOR

Quarterly sent to all Newport Beach residents

## OASIS NEWSLETTER

Published monthly sent to Friends of OASIS members

## E-NEWSLETTER

Monthly Department through GovDelivery

## SOCIAL MEDIA

@cityofnewportbeach

## POSTERS + BULLETINS

CYC, Marina Park and NCCC

## FLYERS

Workshops, facility specific, or age specific



# Homeless Resources

## ADDRESSING DISRUPTIVE BEHAVIOR

- If a patron experiencing homelessness walks into your class and starts displaying disruptive behavior, remain calm.
- “May I help you?”
- Lead the individual outside/away from class politely.
- If refusing to leave, call Police Department 949-644-3717.

## ADDRESSING DISRUPTIVE BEHAVIOR

- Call 911.
- Safety is always the priority.

## CITY ACTION

- Homeless Liaison Officer, OC Health Care Agency, City Net and Be Well.



# Homeless Resources

## Important Numbers

### CITY NET

(714) 451-6198

People can call for themselves or others in need.  
Respond within 48 hours to voicemail messages

### BE WELL

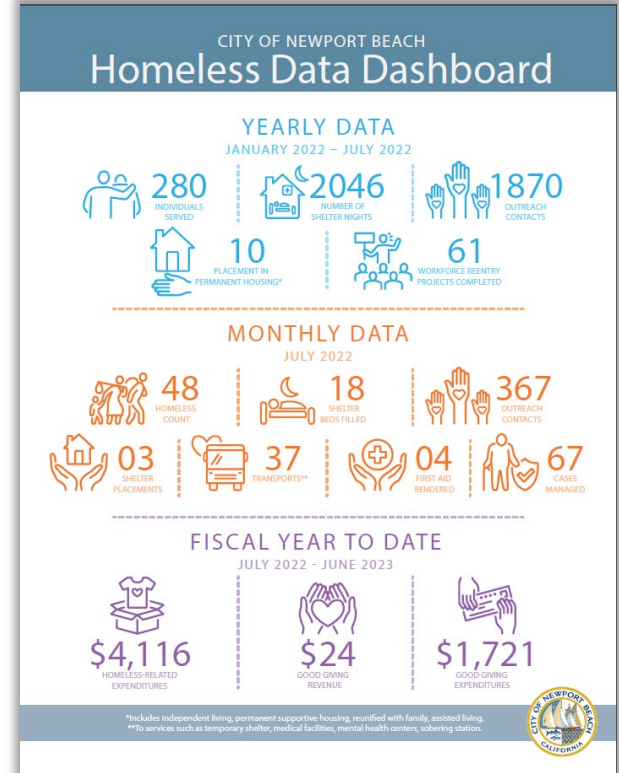
Under contract 12 hours a day, 7 days a week  
Contact Police Department (949) 644-3681

### COUNTY'S CRISIS PREVENTION HOTLINE

(877) 7-CRISIS or (877) 727-4747

### CITY MANAGER'S "THE WEEK IN REVIEW"

Weekly updates on City's efforts to address homelessness  
[newportbeachca.gov/homeless](http://newportbeachca.gov/homeless)



5TH ANNUAL  
**HALLOWEEN**  
*Spooktacular*  
 at Mariners Park



**SATURDAY**  
**October 29**  
**3 PM-6 PM**

FREE EVENT  
 TO ATTEND

*Featuring*  
 Trunk-or-Treat | Haunted Maze | Live Music | Games | Bounce Houses | Food Trucks | Costume Contest  
 & fun for the whole family!

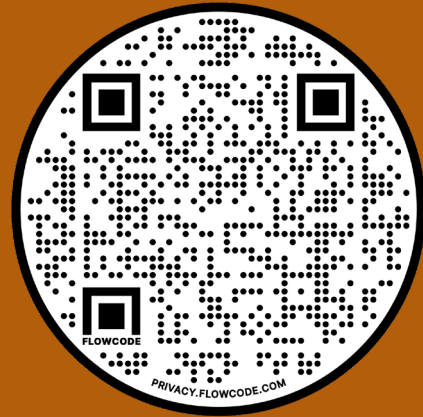
CITY OF NEWPORT BEACH • RECREATION & SENIOR SERVICES DEPARTMENT  
 949-644-3151 | NEWPORTBEACH.CA.GOV/RECREATION  
 1300 IRVINE AVE • NEWPORT BEACH, CA 92660  
 PARKING IS LIMITED. WALKING & BIKING ENCOURAGED. @cityofnewportbeach





Proceeds from food purchased will benefit the Mariners Elementary PTA.

# Trunk or Treat Application







GOVERNMENT

I AM A...

HOW DO I...

TRENDING

Search...



## Recreation & Senior Services Department

### Recreation & Senior Services

- ACE
- Adult & Youth Sports
- Bike & Walking Trails
- Camp Newport
- Classes
- Facility Rentals
- Marina Park
- Natural Resources
- Parks and Facilities
- Senior Services—OASIS
- Special Event Permit Application
- Surf
- Swim
- Youth Programs
- Contact Us



Government » DEPARTMENTS » Recreation & Senior Services

## After Class Enrichment



Font Size: + -



After Class Enrichment (ACE) is a series of programs through the City of Newport Beach designed to further enhance your child's curriculum by providing high quality instruction in a variety of recreational activities held immediately after school dismissal. Your favorite instructors from the City of Newport Beach's Recreation & Senior Services Department will host their class on campus, allowing your young ones the opportunity to expand their learning, discover a new hobby, and develop friendships for years to come.

# Registration & Publicity



# newportbeachca.gov/ACE



# School Usage

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## **WE ARE GUESTS**

Please remember to keep the classroom in the same or better condition than you found it in; you will be responsible for all set-up/tear down of the classroom.

## **BATHROOM POLICY**

Group trips are ideal and the buddy system is mandatory.

## **ARRIVE EARLY**

ACE classes are scheduled right after school dismissal, so please arrive at least 15 minutes before class starts to account for set-up time.

## **CHECK IN**

All instructors need to sign in at the front office and have their ID badge on hand.



# Late Pick Ups

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## LET STAFF KNOW

Immediately call staff if you are unable to get a hold of a guardian.

## 45 MINUTE RULE

If a child has not been picked up and no parent has been reached, we must call Newport Beach Police.





# Newport Coast Elementary

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## TU PHAN

Recreation Coordinator

O: 949-270-8103

C: 714-390-5945

tphan@newportbeachca.gov

Senior Recreation Leader

O: 949-270-8100

@newportbeachca.gov

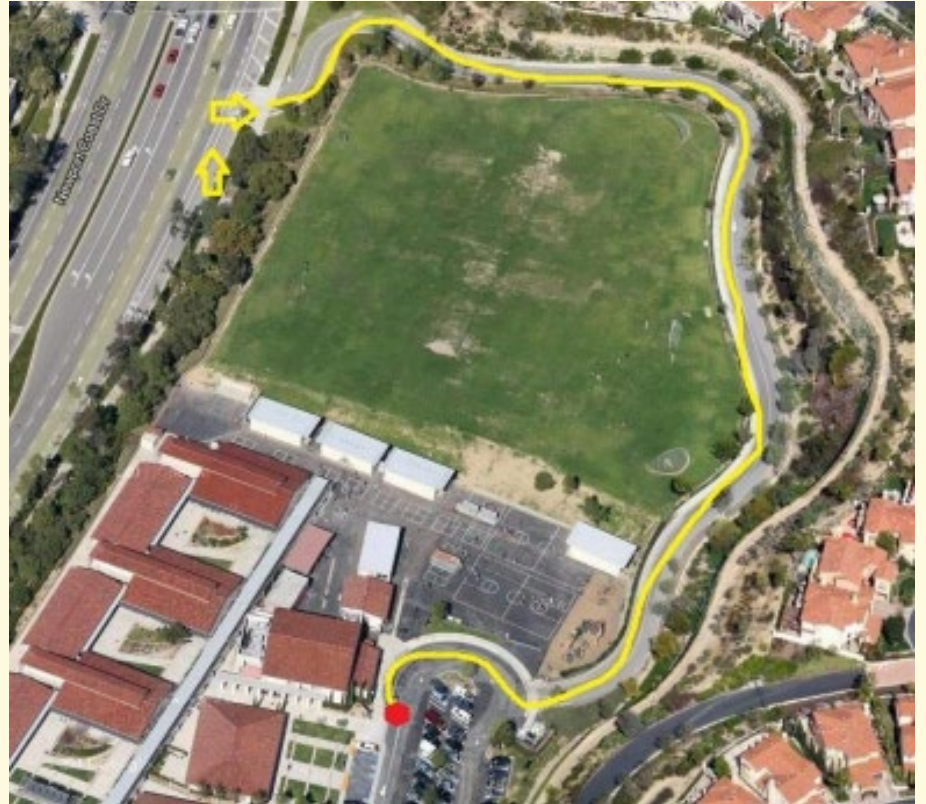
# Newport Coast Elementary

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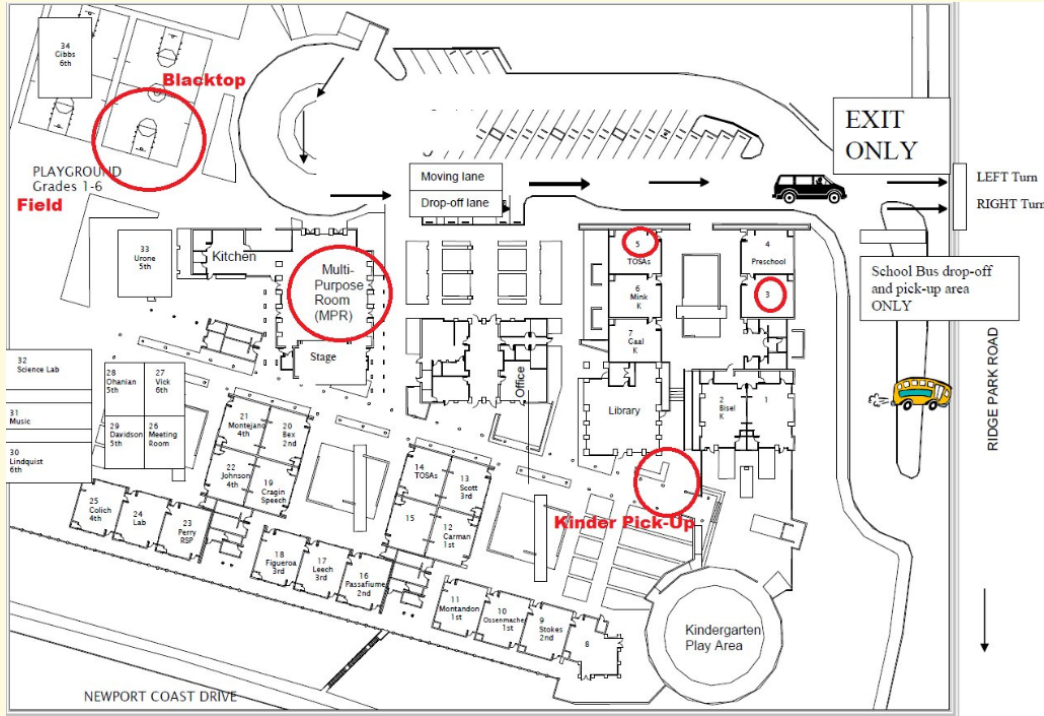
## THE LOOP

Please note that when arriving between the hours of 7:30-9:00 am and 1:30-4:00 pm, you cannot turn left from Ridge Park Rd into the school. You must use the “Loop Road” which is accessible only from the northbound side of Newport Coast Drive. Please see the map above, with the loop road outlined in yellow.

When you are driving through the loop road, stay in the left lane. The left lane is for through access and the right lane is for parent pick-up.



# Newport Coast Elementary



**Newport Coast Elementary**

## Kindergarten Pick-Up

Kindergarten teachers will escort their students to the kinder pick-up area

ACE Instructors are responsible for walking kindergartners to their ACE classrooms.

Kinder classes end at the same time as upper grades, so please arrive at least 10-15 minutes before your class begins



# Newport Heights, Mariners & Harbor View

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**MICHELLE LEE**

Recreation Coordinator

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## SCHEDULE

- We encourage instructors to maintain consistent days throughout the year at each site they offer classes.
- Aim for either a variety of topics or a clear progression.



# Lightning & Tsunami

## Lightning

In the event of lightning, instructors and students are advised to seek shelter in the nearest facility, bathrooms, community center, or school. Instructors will need to notify parents of new pick-up location.

## Tsunami

In the event of a tsunami, instructors and their students should proceed to the second floor of Our Lady of Mount Carmel Church, one block from Newport Elementary School. Instructors will need to remain with students. All peninsula roads will become an exit. Instructors may need to walk their students to Newport Harbor High School.

