

# INSTRUCTOR A.C.E. FAQs

NEWPORT BEACH RECREATION & SENIOR SERVICES DEPARTMENT



## GENERAL PROCEDURES AFTER CLASS ENRICHMENT (ACE)

We consider it a privilege to work within our school sites and partner with organizations who are trusted to facilitate safe drop-off/pick-up procedures, run high quality programming, and follow school procedures. Please help us to maintain our relationships with the School District.

**Parking:** consider the area around each school will experience higher traffic the closer it gets to respective dismissals. Instructors should plan accordingly to avoid late arrival to class.

**Arrive Early:** ACE classes are scheduled right after school dismissal, so please arrive at least 15 minutes before class starts to account for check-in time.

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

**Pick-Up Procedures:** Arrive with a printed copy of sign-in/sign-out sheet each day. If you are missing a student at check-in:

- Check in with the front office staff to see if that child was absent.
- Have contact information on hand to contact parent if needed (*reference emergency forms*)  
Contact Coordinator/Assistant Recreation Coordinator if necessary.

**Rooms:** 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. If you have a specific set up request for a room, please let us know and we can talk to school admin about it.

**Bathroom Policy:** Group trips are ideal and the buddy system is mandatory. Instructors should never be 1-on-1 with a participant or leave a group unattended.

Please do not send any participants to the school office, including for the school nurse.

- If a participant becomes ill, the parent or guardian should be notified to pick that participant up.
- We recommend you bring a First Aid Kit with band aids and ice packs for minor injuries.
- For any accident, please be sure to objectively complete the Accident Form, have the parent review/sign, and submit it within 24 hours to your site leads.



**Rain procedures for outdoor programs:** if rain or inclement weather is forecasted, coordinate with City staff to secure an indoor space. Please plan to run your class with a classroom appropriate activity and avoid cancellations whenever possible. Remember, parents often rely on these programs for general afterschool care.

**Dismissal/Sign-out:** All parents/guardians must sign out their child unless they have initialed "participant may walk or bike home" on their Emergency Form. Parents need to park, get out, and sign out participants after each class.

- If participant is not picked up within 10 minutes of the class ending, please contact parents.
- If parent has not shown up, please contact Coordinator immediately and do not leave child unattended or with the office.

*Each school site has different check-in procedures and established meeting locations for classes. All TK/Kinders must be picked up directly from their classrooms. Arrive to campus at least 15 minutes before the start of class.*





## SCHOOL INFORMATION LOCATIONS + DISMISSALS

School	Address	Dismissals	Early Out	City Staff
Eastbluff Elementary	2627 Vista Del Oro	TK/K: 3pm, 1st-6th: 3:10pm	W: 1:40pm	Maddy Gallardo
Harbor View Elementary + CYC	3000 5th Ave. (CYC)	TK/K: 2:45pm, 1st-6th: 3:05pm	W: 1:25pm	Maddy Gallardo
Lincoln Elementary	3101 Pacific View Dr.	TK/K: 2:16pm, 1st-6th: 2:30pm	N/A	Tu Phan
Mariners Elementary	2100 Mariners Dr.	TK/K: 2:40pm, 1st-6th: 3:10pm	W: 1:40pm, 2:10pm	Maddy Gallardo
Newport Coast Elementary	6655 Ridge Park Rd.	TK/K-6th: 2:50pm	W: 2:10pm	Tu Phan
Newport Elementary	1327 W. Balboa Blvd	TK/K: 2:25pm, 1st-6th: 2:35pm	W: 1pm	Cristin Sain
Newport Heights Elementary	300 E. 15th St.	TK/K: 2pm, 1st-6th: 2:45pm	W: 1:15pm	Maddy Gallardo






For more information, visit [newportbeachca.gov/ACE](http://newportbeachca.gov/ACE)

## IMPORTANT FORMS

All instructor forms can be found at [newportbeachca.gov/instructors](http://newportbeachca.gov/instructors) under "Forms" dropdown. Accident & Incident reports are legal documents and need to be clearly and completely filled out and submitted within 24 hours!

-  **Cancellations:** It is the instructor's responsibility to monitor enrollments and submit a completed "Cancelled, Refund & Transfer Activity" form to: [recreation@newportbeachca.gov](mailto:recreation@newportbeachca.gov) at least 3 business days before class starts. Please contact all participants before submitting your form. If the form is not submitted in time, you will be required to show up for the first day of class. Full refunds will then be issued. A minimum of 3 participants is required to run a class/camp. Not properly cancelling classes affects payments.
-  **Emergency:** Please have parents fill out if a child is biking, walking, or getting picked up by another adult.
-  **Incident:** In the event of damages or behavioral issues, please submit a completed incident report to City Staff.
-  **Late Log:** Newport Beach charges \$1/minute a participant is picked up after the ending class time. Please use and send to City staff for processing. Instructors MUST stay until all participants are signed out.

## OTHER REMINDERS



-  **Rosters:** Instructors should have up-to-date rosters and attendance sheets at every class that includes contact information.
-  You are encouraged to have **signs** indicating your class and/or instructor name to display at the designated meeting spot of each location.
-  We promote a positive approach to classroom management. If behavior is an issue, please be sure to complete an Incident Report [Form](#) and notify your ARC/Coordinator as soon as possible.
-  **Fingerprint Clearance:** instructors *must* be background checked, cleared through NBPD, and have received their badge before they are eligible to teach a class.
-  **Security:** Please make sure any doors or gates are not left propped open.

## CITY CONTACT INFO










**City Staff:** Our team will be on-site the first week of every season and are available as needed. Please call City staff, not the school sites with any questions. *This list is intended for internal use only and is not for public distribution.*

### GENERAL QUESTIONS










**Recreation & Senior Services Department**

	Office	Cell	Email
	 949-644-3151		 <a href="mailto:instructor@newportbeachca.gov">instructor@newportbeachca.gov</a>







### EASTBLUFF ELEMENTARY, HARBOR VIEW ELEMENTARY & CYC, MARINERS ELEMENTARY, & NEWPORT HEIGHTS ELEM.

<b>David Moore</b> , Asst. Recreation Coordinator	 949-644-3164	 949-644-3151	 <a href="mailto:dmoore@newportbeachca.gov">dmoore@newportbeachca.gov</a>
<b>Maddy Gallardo</b> , Recreation Coordinator	 949-718-1862	 949-294-0873	 <a href="mailto:mgallardo@newportbeachca.gov">mgallardo@newportbeachca.gov</a>
<b>Molly Patience</b> , Recreation Supervisor	 949-644-3145	 661-903-0848	 <a href="mailto:mpatience@newportbeachca.gov">mpatience@newportbeachca.gov</a>

### LINCOLN ELEMENTARY & NEWPORT COAST ELEMENTARY

<b>Chloe Schilling</b> , Asst. Recreation Coordinator	 949-270-8100	 949-677-8311	 <a href="mailto:cschilling@newportbeachca.gov">cschilling@newportbeachca.gov</a>
<b>Tu Phan</b> , Recreation Coordinator	 949-270-8103	 714-390-5945	 <a href="mailto:tphan@newportbeachca.gov">tphan@newportbeachca.gov</a>
<b>Cesar Armas</b> , Recreation Supervisor	 949-644-8150	 562-716-6847	 <a href="mailto:carmas@newportbeachca.gov">carmas@newportbeachca.gov</a>

### NEWPORT ELEMENTARY



<b>Cristin Sain</b> , Recreation Coordinator	 949-270-8155	 714-749-2391	 <a href="mailto:csain@newportbeachca.gov">csain@newportbeachca.gov</a>
<b>Danny Rice</b> , Recreation Supervisor	 949-270-8154	 714-235-0550	 <a href="mailto:drice@newportbeachca.gov">drice@newportbeachca.gov</a>

**Active Kids:** The City operates traditional afterschool programs known as Active Kids at, or adjacent to, three of our ACE sites. City Staff may help facilitate TK/Kinder pick-up and/or pick-up registered kids from your classes at dismissal.




### GENERAL QUESTIONS

<b>Barbara Soto Valladolid</b> , Recreation Coordinator	 949-718-1861	 714-788-0231	 <a href="mailto:bsotovalladolid@newportbeachca.gov">bsotovalladolid@newportbeachca.gov</a>
<b>Joanna Contreras</b> , Recreation Supervisor	 949-644-3166	 562-237-8494	 <a href="mailto:jcontreras@newportbeachca.gov">jcontreras@newportbeachca.gov</a>

### COMMUNITY YOUTH CENTER / HARBOR VIEW

<b>Tori Gyselaar</b> , Asst. Recreation Coordinator	 949-447-1347	 949-447-1347	 <a href="mailto:tgyselaar@newportbeachca.gov">tgyselaar@newportbeachca.gov</a>
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### MARINERS VJC

<b>Savannah Strozier</b> , Asst. Recreation Coordinator	 949-239-2615	 949-239-2615	 <a href="mailto:sstrozier@newportbeachca.gov">sstrozier@newportbeachca.gov</a>
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### NEWPORT EL

<b>Thomas Valdez</b> , Asst. Recreation Coordinator	 949-566-3512	 949-566-3512	 <a href="mailto:tvaldez@newportbeachca.gov">tvaldez@newportbeachca.gov</a>
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For any ACE specific questions, email our new shared account [ace@newportbeachca.gov](mailto:ace@newportbeachca.gov).