

HARBOR VIEW/CYC - A.C.E. PROTOCOLS



Contact Us

ACE: 949-644-3165

Rec. Mainline: 949-644-3151

Maddy Gallardo - Recreation Coordinator

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949-718-1862

REPORTS:

- **Accident:** Filled out if a participant is injured during class. *Example: Two students collided during a sport and required first aid*
- **Incident:** Filled out if there are behavior issues, a confrontation or concerning interaction, and to indicate any broken equipment. *Example: a student refuses to follow directions*
- **Parents must sign** to acknowledge forms. **Send** completed reports to ACE staff within 24 hours.

BEFORE CLASS (Pick-Up):

- Back gate closest to the basketball court and CYC parking lot
- Be at the meeting spot before school is dismissed
- Gather all students, take roll, and walk them to your class area

DURING CLASS:

- Have the most updated roster, emergency forms, and sign in/out
- **Absent Participants:** within 10 minutes of the class start time you must notify the parent, front office, and city staff. The students are your responsibility
- **Bathroom:** group trips are ideal and the buddy system is mandatory
- **Rainy Days:** we will email instructors who run outdoor classes with an alternate room to use when possible
- If behavior is an issue with any participant, please complete an incident report and notify ACE staff ASAP
- Do not send students to the school office, including the school nurse

CLASS END (Parent Pick-Up):

- Leave your class area as you found it
- **Inside CYC classes:** Parents are required to come into the building to pick up
- **Outdoor classes:** Please walk your students to the front of the CYC building for parent pick up. Do not let kids wander
- All parents/guardians **must sign out** their child unless they have initialed "participant may walk or bike home" on their emergency form
- **Late Pick-Up:** If a parent is late, please have the parent sign the Late Pick Up Log and notify ACE staff (\$1 per minute late)
- **Do not leave** until all children are picked up
 - **45 Minute Rule:** if a parent/guardian has not been reached, we must call Newport Beach police at 949-644-3717

Daily Checklist:

- ✓ Newport Beach ID Badge on you
- ✓ Arrive 15 minutes before class starts
- ✓ Have your sign in/out sheet
- ✓ Have emergency forms with you
- ✓ Leave the space as you found it



NEWPORT BEACH RECREATION &
SENIOR SERVICES

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newportbeachca.gov/ACE

