

MARINERS - 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):

- Arrive 15 minutes before class starts and sign in at the front office
- If your class includes Kinders, pick them up from their classrooms
- Be at the lunch tables to meet 1-6 graders
- Gather all students, take roll, and walk 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
- Do not send students to the school office, including the school nurse
- Report if an incident or accident occurs

CLASS END/PARENT PICK-UP:

- Leave your class area as you found it
- **Parent Pick-up:** Walk students to the front gate of the school to be picked up by parents or Active Kids staff
- All parents/guardians and Active Kids staff **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

ace@newportbeachca.gov

newportbeachca.gov/ACE

