

CITY OF IRWINDALE

5050 N. IRWINDALE AVE., IRWINDALE CA 91706 • PHONE: (626) 430-2200 • FACSIMILE: 962-4209

PAULA FRAJO
CHAIR

BELEN ZEPEDA
VICE CHAIR

MICHELLE DURAN
COMMISSIONER

TERESA ORTIZ
COMMISSIONER

CARMEN ROMAN
COMMISSIONER

AGENDA FOR THE REGULAR MEETING OF THE

IRWINDALE PARKS & RECREATION COMMISSION

JUNE 7, 2023

6:00 P.M.

IRWINDALE COUNCIL CHAMBER

<https://us02web.zoom.us/j/83373897360>

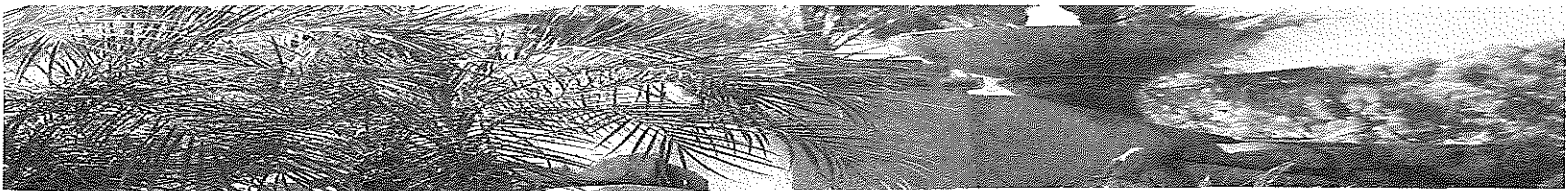
Zoom Webinar ID: 833-7389-7360

Spontaneous Communications: The public is encouraged to address the Parks & Recreation Commission on any matter listed on the agenda or on any other matter within its jurisdiction. The Parks & Recreation Commission will hear public comments on items listed on the agenda during discussion of the matter and prior to a vote. The Parks & Recreation Commission will hear public comments on matters not listed on the agenda during the Spontaneous Communications period.

Pursuant to provisions of the **Brown Act**, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Parks & Recreation Commission may request from staff to investigate and/or schedule certain matters for consideration at a future Commission or City Council meeting.

Americans with Disabilities Act: In compliance with the ADA and Government Code section 54953(g), the City Council has adopted a reasonable accommodation policy to swiftly resolve accommodation requests. The policy can be found on the City's website: <https://www.irwindaleca.gov/DocumentCenter/View/8075/AB-2449-Reasonable-Accommodation-Policy>. If you need special assistance to participate in a City Council or Commission meeting or other services offered by this City, including an electronic or printed copy of the City's reasonable accommodation policy, please contact City Hall at (626) 430-2200. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the city staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Note: Staff reports are available for inspection by appointment only at the office of the City Clerk, City Hall, 5050 N. Irwindale Avenue, during regular business hours (8:00 a.m. to 6:00 p.m., Monday through Thursday)



Code of Ethics

As City of Irwindale Parks & Recreation Commissioners, our fundamental duty is to serve the public good. We are committed to the principle of an efficient and professional local government. We will be exemplary in obeying the letter and spirit of Local, State and Federal laws and City policies affecting the operation of the government and in our private life. We will be independent and impartial in our judgment and actions.

We will work for the common good of the City of Irwindale community and not for any private or personal interest. We will endeavor to treat all people with respect and civility. We will commit to observe the highest standards of morality and integrity, and to faithfully discharge the duties of our office regardless of personal consideration. We shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of others.

We will inform ourselves on public issues, listen attentively to public discussions before the body, and focus on the business at hand. We will base our decisions on the merit and substance of that business. We will be fair and equitable in all actions, claims or transactions. We shall not use our official position to influence government decisions in which we have a financial interest or where we have a personal relationship that could present a conflict of interest, or create a perception of a conflict of interest.

We shall not take advantage of services or opportunities for personal gain by virtue of our public office that are not available to the public in general. We shall refrain from accepting gifts, favors or promises of future benefit that might compromise our independence of judgment or action or give the appearance of being compromised.

We will behave in a manner that does not bring discredit or embarrassment to the City of Irwindale. We will be honest in thought and deed in both our personal and official lives.

Ultimate responsibility for complying with this Code of Ethics rests with the individual elected official. In addition to any other penalty as provided by law, violation of this Code of Ethics may be used as a basis for disciplinary action or censure of a Commissioner.

These things we hereby pledge to do in the interest and purposes for which our government has been established.

IRWINDALE PARKS & RECREATION COMMISSION



CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

**ROLL CALL: Commissioners: Michelle Duran, Teresa Ortiz, Carmen Roman,
Vice Chair Belen Zepeda, Chair Paula Fraijo**

AB 2449 DISCLOSURES

Remote participation by a member of the legislative body for just cause or emergency circumstances.

CONSENT CALENDAR

The Consent Calendar contains matters of routine business and is to be approved with one motion unless a member of the Commission requests separate action on a specific item. At this time, members of the audience may ask to be heard regarding an item on the Consent Calendar.

1. Minutes

Recommendation: Approve the following minutes:

- A. Special meeting held May 3, 2023.

SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on items not on this agenda. State law prohibits any Commission discussion or action on such communications unless 1) the Commission by majority vote finds that a catastrophe or emergency exists; or 2) the Commission by at least four votes finds that the matter (and need for action thereon) arose within the last five days. Since the Commission cannot (except as stated) participate, it is requested that all such communications be made in writing so as to be included on the next agenda for full discussion and action. If a member of the audience feels he or she must proceed tonight, then each speaker will be limited to 3 minutes unless such time limits are extended.

In the hybrid format, both in-person and hybrid audience members will participate in the following order:

Tier 1: In-person attendees

Tier 2: Teleconference attendees

Tier 3: In-person attendees who have not previously provided comments on the matter(s) being discussed by the legislative body.

Tier 4: Teleconference attendees who have not previously provided comments on the matter(s) being discussed.

NEW BUSINESS

2. Program / Class Attendance Policy

Recommendation: Provide input to staff regarding the program / class attendance policy for programs and/or classes due to lack of attendance.

3. MariachiFest Concert Days – Verbal Report
4. Maintenance Update from the 2023 Tour of the Dan Diaz Recreation Center, the Aquatics Center, Irwindale Park, and Jardin de Roca Park – Verbal Report

RECREATION MANAGER UPDATE

AQUATICS SUPERVISOR UPDATE

PUBLIC WORKS SUPERVISOR UPDATE

PUBLIC SERVICES DIRECTOR UPDATE

COMMISSIONER ITEMS AND REQUESTS

ADJOURN

AFFIDAVIT OF POSTING

I, Laura Nieto, MMC, Chief Deputy City Clerk, certify that I caused the notice and agenda for the regular meeting of the Irwindale Parks & Recreation Commission to be held on June 7, 2023, to be posted at the City Hall, Library, and Post Office on June 2, 2023.

Laura Nieto, MMC

Laura Nieto, MMC
Chief Deputy City Clerk

IRWINDALE CITY COUNCIL CHAMBERS
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706

MAY 3, 2023
WEDNESDAY
6:00 P.M.

The Irwindale **PARKS & RECREATION COMMISSION** met in regular session at the above time and place.

ROLL CALL: Present: Commissioners Michelle Duran, Teresa Ortiz (participated via teleconference) Carmen Roman; Vice Chair Belen Zepeda; Chair Paula Fraijo

Also present: Elizabeth Rodriguez, Public Services Director; Priscilla Zepeda, Recreation Manager; Daniel Grijalva, Aquatics Supervisor, Pedro Rodriguez, Public Works Services Supervisor; and Armando Hegdahl, Management Analyst

AB 2449 DISCLOSURES

COMMISSIONER ORTIZ Commissioner Ortiz announced that she would be participating in tonight’s meeting over teleconference in accordance with AB 2449 “just cause” provisions. She briefly mentioned the circumstances that required her remote participation and advised that there were no other adults present at her location.

CONSENT CALENDAR

MOTION A motion was made by Chair Fraijo, seconded by Commissioner Roman, to approve the Consent Calendar. The motion was unanimously approved; Commissioner Ortiz abstained.

ITEM NO. 6A MINUTES
MINUTES

The following minutes were approved as presented:

- 1) Special meeting held April 13, 2023.

END OF CONSENT CALENDAR

SPONTANEOUS COMMUNICATIONS There were no speakers.

NEW BUSINESS

ITEM NO. 8A PARK PATROL VERBAL UPDATE (Police Department)
PARK PATROL VERBAL UPDATE

CHIEF HOFFORD Police Chief Hofford introduced himself to the Commission, advised that he has been briefed on the type of problems that occur at the parks during the summer seasons, and indicated that the Police

Department is committed to providing safety measures, including extra patrols, for example, after the Night Swimming sessions conclude for the day. He added that on-duty officers would exit their vehicles and walk throughout the parks to increase their visibility, with officers dedicated to the parks during the summer Music in the Park concerts and on weekends.

COMMISSIONER ROMAN Commissioner Roman spoke on several issues she has seen arise at the parks and thanked the Police Department for their summer park patrols.

CHIEF HOFFORD Chief Hofford spoke on the department's goal of gaining voluntary compliance with the city's Municipal Code.

VICE CHAIR ZEPEDA Vice Chair Zepeda noted that motorists drive faster than the posted speed limit near Calle de Paseo, to which Chief Hofford stated that a potential solution to this would be to place a decoy police vehicle in the area or conduct extra patrols.

COMMISSIONER DURAN Commissioner Duran agreed with Vice Chair Zepeda's comments about speeding motorists, to which Chair Fraijo noted that the motor officer's daily visibility would also help alleviate the concern.

CHIEF HOFFORD Chief Hofford stated that he would direct patrols along Irwindale Avenue.

CHAIR FRAIJO Chair Fraijo thanked Chief Hofford and the entire Police Department for working so hard to ensure the safety of residents and the community.

ITEM NO. 8B
WALK-THROUGH OF JARDIN DE ROCA PARK AND IRWINDALE PARK

DEPART At 6:18 p.m., the Commission and staff departed from the Council Chambers and headed to Jardin de Roca Park and Irwindale Park for a walk-through where they conducted an inspection and recommended various repairs and minor modifications.

RETURN At 7:47 p.m., the Commission and staff returned to the Council Chambers.

COMMISSIONER ROMAN Commissioner Roman suggested several minor repairs.

VICE CHAIR ZEPEDA Vice Chair Zepeda stated that the parks are looking great except for a few minor items. Overall, staff has done a wonderful job in caring for the parks.

COMMISSIONER DURAN Commissioner Duran concurred and commended the Public Works staff for maintaining the parks in excellent condition.

COMMISSIONER ORTIZ Commissioner Ortiz suggested that items at the park, such as the benches, be painted in colors that stand out. She thanked staff for keeping the parks well-maintained.

CHAIR FRAIJO Chair Fraijo stated that the parks are in the best condition in years and requested that the items that need correction that were noted by the Commissioners during the walk-through be discussed at the next meeting.

ITEM NO. 8C
TENTATIVE SCHEDULE FOR AQUATICS LATE SUMMER / FULL SEASON

TENTATIVE SCHEDULE FOR AQUATICS LATE SUMMER / FULL SEASON

SUPERVISOR GRIJALVA Supervisor Grijalva presented the staff report.

CHAIR FRAIJO Responding to several questions by Chair Fraijo, Supervisor Grijalva advised that the schedule is subject to change and noted that it is similar to last year's late summer schedule.

COMMISSIONER ROMAN Commissioner Roman asked about night swimming, to which Supervisor Grijalva indicated that the regular summer schedule, which was presented at the last meeting, includes night swimming.

ITEM NO. 8D
NAMING OF SNACK BAR

NAMING OF SNACK BAR

SUPERVISOR GRIJALVA Supervisor Grijalva presented the staff report.

CHAIR FRAIJO Chair Fraijo suggested that the items sold at the snack bar remain affordable, as they were in the past.

Responding to a question by Chair Fraijo, Vice Chair Zepeda advised that she is working to see whether the Kindness Krew can donate items to be sold at the snack bar.

SUPERVISOR
GRIJALVA Supervisor Grijalva indicated that it is staff's desire to keep all costs low.

COMMISSIONER
ROMAN Commissioner Roman suggested that the items be sold at cost.

CHAIR FRAIJO Chair Fraijo suggested staff make every attempt to assist individuals experiencing financial difficulties so that they can purchase items at the snack bar, potentially even by covering the costs of such items.

VICE CHAIR ZEPEDA Vice Chair Zepeda added that staff might be able to create a list of items that are provided free of charge and submit for reimbursement.

COMMISSIONER
ORTIZ Commissioner Ortiz asked about the pool heater, to which Supervisor Grijalva indicated that it presents an ongoing maintenance concern and has required various repairs and part replacements, but as of now, it is functioning properly.

MOTION A motion was made by Commissioner Roman, seconded by Commissioner Ortiz, to recommend to the City Council that the Snack Bar that is being proposed to be developed be named "Shark Shack and Rosie's Treasures." The motion was unanimously approved.

ITEM NO. 8E
FIELD TRIP
ATTENDANCE FIELD TRIP ATTENDANCE (Verbal Report)

DIRECTOR
RODRIGUEZ Director Rodriguez presented the report wherein she advised that the Senior Citizen Commission has requested to enact a policy that would penalize those that do not cancel their planned attendance at a field trip by a certain deadline. She advised that those that do not show up for the trips they registered for and fail to cancel their registrations are causing the city to lose its deposit for the unused tickets and deprive other interested individuals from attending the trips. This information is now being presented to the Parks & Recreation Commission to gauge whether it also wished to recommend implementation of a similar policy for Recreation trips.

CHAIR FRAIJO Chair Fraijo asked whether this type of situation has been a problem for Recreation trips and stated that she would not be in favor of penalizing those that cannot attend the trips they registered for due to circumstances beyond their control.

DIRECTOR
RODRIGUEZ Director Rodriguez noted that seniors were interested in enacting this policy due to the perception that some have that not showing up is not a big deal since they did not pay for their registrations themselves.

- COMMISSIONER DURAN Commissioner Duran suggested that Recreation trip flyers state that no-show registrants may have their tickets assigned to others.
- DIRECTOR RODRIGUEZ Director Rodriguez also stressed the need for interested individuals to sign up on the stand-by list so that staff would know who to contact in case others do not attend the trips.
- CHAIR FRAIJO Chair Fraijo concurred with Commissioner Duran's comment and suggested perhaps implementing a lottery for those on the stand-by list to utilize unused tickets.
- COMMISSIONER ROMAN Commissioner Roman stated that some seniors feel entitled to free tickets and suggested that staff call those on the stand-by list the day of the trip so that they can take advantage of unused tickets. She further suggested that individuals that repeatedly fail to attend trips they registered for be placed on stand-by lists for future trips.
- DIRECTOR RODRIGUEZ Director Rodriguez stated that staff can reach out to other neighboring Recreation Centers to determine how they handle such situations. She noted that Senior Center Manager Beltran has communicated with neighboring Senior Centers, and they charge penalties to those that fail to attend their trips. However, Irwindale staff wishes to avoid this practice. She noted that additional information and statistics can be prepared and presented to the Commission at a future meeting.
- MANAGER ZEPEDA Manager Zepeda noted that Day Camp trips experience this type of situation frequently and indicated that staff would research options to continue offering trips while simultaneously holding participants responsible for their registrations. Another option would be to have individuals agree to notify the department if they cannot attend by signing a disclaimer on their receipts.
- SUZANNE GOMEZ Suzanne Gomez stated that those that cannot attend trips should not be punished and suggested that dialogue be initiated to change the mindset of individuals that do not show up for trips.

**RECREATION
MANAGER UPDATE**

- RECREATION MANAGER ZEPEDA Recreation Manager Zepeda provided an update on the following programs and activities:
- 1) The final costs for the gym curtain divider are still being researched and will be presented to the Irwindale Community Foundation for consideration at the next opportunity.
 - 2) The Body Mass Index machine that had been requested for funding from the Irwindale Community Foundation was initially requested by members of the Thrive and Shine program.

- 3) Parts for the treadmills have arrived and arrangements are being made for their installation.
- 4) Staff is grateful for the opportunity to attend various training courses.
- 5) Flyers for the upcoming Sunset Cinema and Music in the Park events will soon be mailed to residents.
- 6) The participants of the Competition Cheer program routinely score very highly in all the events they participate in. Participants will celebrate their season on May 11 and a City Council recognition on May 24.
- 7) Irwindale staff showcased city events, programs, and classes at the Covina Valley Unified School District's Health and Wellness Fair.
- 8) She discussed the plans for the upcoming Mothers' Day and Fathers' Day events.
- 9) A Skateboard Community Giveback event has been scheduled for May 13.
- 10) The Tiny Tots graduation ceremony will be held on May 25.
- 11) The following events and activities have been scheduled for June:
 - A) Fathers' Day Photo Backdrop – June 13-15.
 - B) Rockabilities – June 14.
 - C) Puzzle Palooza – June 17.
 - D) Trip to the Pantages Theatre to see the Tina! Musical – June 24.
 - E) Summer Day Camp begins June 27.
 - F) Beach trips begin June 28.
 - G) Summer Lunch Program begins June 20.

SUZANNE GOMEZ

Suzanne Gomez thanked staff for the new classes that she is enjoying, suggested that a less-costly BMI analyzer be considered, and thanked staff for the recent 4th of July activities.

AQUATICS
SUPERVISOR UPDATE

SUPERVISOR GRIJALVA Supervisor Grijalva provided an update on the following programs and activities:

- 1) Several partners are collaborating to recognize May as "National Water Safety Month". He provided statistics on drowning deaths in the U.S.
- 2) International Water Safety Day will be recognized on May 15.
- 3) The Aquatics Center Annual Expo has been scheduled for May 20.
- 4) The Irwindale Sharks will face-off against the Covina Park Barracudas on May 18.
- 5) The current spring schedule will resume June 8.

- 6) The first day of Recreational Swimming is set for June 9.

PUBLIC WORKS
SUPERVISOR UPDATE

Supervisor Rodriguez presented the following update:

- 1) Two master valves at the east end of Irwindale Park were repaired; one in the ball field will be repaired soon.
- 2) Decorative light poles for Jardin de Roca Park have been received and staff is working on installing them.
- 3) Several roof hatches have been replaced.
- 4) Maintenance crews are working on setting up the new "Shark Shack and Rosie's Treasures" facility.
- 5) Staff is scheduled to attend several trainings in the near future, such as Playground Safety, Emergency Preparedness, and Fire Extinguisher Safety.
- 6) Staff will be attending an MSA training next week at El Monte.
- 7) Public Works Services staff recently hosted a cornhole tournament competition vs. members of the Police Department. He thanked all participants and donors.

RECESS

At 9:14 p.m., the Commission took a short recess.

RECONVENE

At 9:18 p.m., the Commission resumed the meeting with all members present.

PUBLIC SERVICES
DIRECTOR UPDATE

Director Rodriguez presented the following update:

- 1) Athens Services deployed the new waste bins to all residents on April 14.
- 2) The Residential Resurfacing Project, which began on May 1, should be completed by June 19.
- 3) The spring Bulky Item Pickup event has been scheduled for May 5.
- 4) A City Council budget workshop has been scheduled for May 8.
- 5) A Compost Giveaway event has been scheduled for May 13.
- 6) A "Mayor's Community Prayer Breakfast" has been scheduled for May 16.

COMMISSIONER ITEMS
AND REQUESTS

COMMISSIONER
ROMAN

Commissioner Roman requested that the loose rubber grips on some of the machines at the gym be replaced or repaired. She also requested that the "Red, White, and You" event be renamed to "4th of July Celebration," to which Director Rodriguez stated that this matter could be placed on a future agenda for discussion.

Responding to a concern by Commissioner Roman, Supervisor Grijalva indicated that staff will make extra efforts to avoid scheduling events on dates when the commissioners will be attending conferences.

COMMISSIONER
DURAN

Commissioner Duran stated that she advised several residents that her \$100 weight scale would offer the same information that a BMI analyzer would.

Responding to a comment by Commissioner Duran, Director Rodriguez advised that staff will continue educating residents on new waste-disposal requirements.

CHAIR FRAIJO

Chair Fraijo asked about lifeguard staffing levels, to which Supervisor Grijalva indicated that all aquatics programs will be adequately staffed. She also commended staff from all departments and thanked the Maintenance staff for keeping the parks beautiful.

Chair Fraijo also asked about translating Recreation flyers into Spanish and requested that pictures of resident participants be included on the flyers, to which Director Rodriguez advised that top administration staff decided against using resident photos on flyers.

Chair Fraijo also requested that an item be placed on a future agenda to discuss the City's 4th of July celebration events, to which Director Rodriguez stated that it will be included in the September agenda.

COMMISSIONER
ORTIZ

Commissioner Ortiz made a heartfelt statement thanking staff, the City Council, and Commissioners for their support during her recent health scare.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 9:48 p.m.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

PARKS & RECREATION
COMMISSION

Date: June 7, 2023
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Program/Class Attendance Policy

Recommendation:

Provide input to staff regarding the program/class attendance policy for programs and/or classes due to lack of attendance.

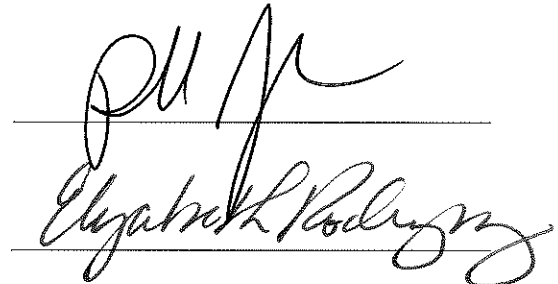
Administrative Action:

Submitted by:

Priscilla Zepeda, Recreation Manager
(626) 430-2226

Approved by:

Elizabeth Rodriguez, Public Services Director
(626) 430-2211



A handwritten signature in black ink, appearing to read 'Elizabeth Rodriguez', is written over a horizontal line. The signature is cursive and somewhat stylized.

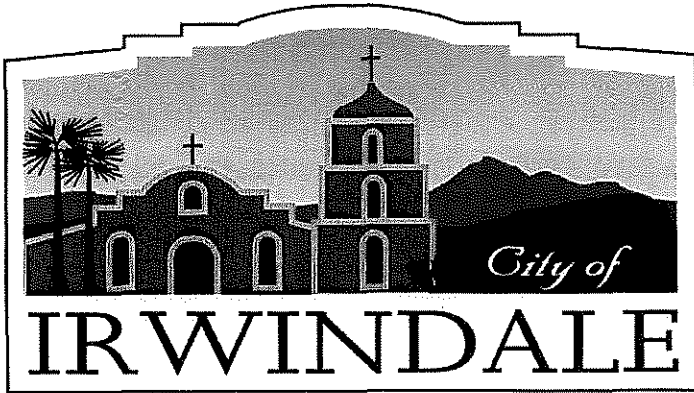
Background and Analysis:

At the regularly scheduled Parks and Recreation Commission meeting on September 7, 2022, staff presented information on the implementation of a Dismissal Policy for classes/programs, now renamed Attendance Policy.

Recreation has encountered challenges with enrollment for free programs, particularly those with capacity limits. In an effort to ensure that those who are interested in the program/class are able to participate, staff is seeking to implement an Attendance Policy, which would allow for those on the waiting list to have an opportunity to join the program/class should a registered participant not attend either at all or on a regular basis. The attendance policy would be implemented for all program and class offerings provided by Recreation.

Exemptions will be made for excused absences which may include illness, custodial issues, family vacations and/or when staff is notified in advance.

City of Irwindale



Attendance Policy

June 7, 2023

I. SCOPE

This policy will provide guidelines as it relates to attendance for Recreation programs and classes.

II. PURPOSE

The purpose of this policy is to establish guidelines that will govern the process by which staff can dismiss participants from Recreation programs and classes based on attendance.

III. PROCEDURES

In an effort to provide quality programs and classes for patrons of the Dan Diaz Recreation Center, an attendance policy will be implemented. The attendance policy will provide guidelines for participants as it relates to their attendance to any and all programs and/or classes they are registered for at the Dan Diaz Recreation Center. These programs and/or classes include but are not limited to:

Kidzone Program	Teen Club	Youth Sports
Tots Programs	Adult Classes	Adult Sports
Cheer Program	Youth Classes	Day Camp

Notifications

Participants*, parent(s), or a legal guardian must notify staff of the reason for an absence. There are 3 ways to notify staff of absence:

1. Participant*/Parent/Legal Guardian calls and leaves a message on the main Recreation line (626) 430-2224.
2. Participant*/Parent/Legal Guardian emails staff as listed below:

Kidzone Program/Day Camp	aquinones@irwindaleca.gov
Tots Programs	dponce@irwindaleca.gov
All other programs/classes	srosales@irwindaleca.gov
3. Written Note signed and dated by Participant*/Parent/Legal Guardian

*If participant is a minor, then only a parent or legal guardian may notify staff of an absence.

Excused Absences

Excused absences include illness**, health appointments**, funerals, school sponsored events, custodial issues (shared custody), vacation (with prior notification).

**Documentation by a doctor must be provided for illness or health appointments, lasting 3 days or longer.

Unexcused Absences

Notifications not received within 72 hours of an absence, an illness over 3 days that does not have proper documentation, and personal reasons.

For Irwindale Cheer, timely attendance is also required. This is a TEAM sport and regular on time attendance is necessary to ensure that the team is prepared for competition. Leaving early or arriving late can impact the team. Excessive tardies or early dismissals can result in an unexcused absence classification. We understand that some situations cannot be prevented; however, excessive means on more than two occurrences.

Dismissal

Participants must be in attendance for 75% of the class/program with the exception of Competition Cheer, with a 90% attendance requirement. Failure to meet the attendance percentage will result in dismissal of the class/program.

ATTENDANCE POLICY

Irwindale Recreation provides a variety of classes and programs to patrons of all ages. The zero to low cost of said programs and classes has made participation increase and often results in several individuals on the waiting list. In order to provide opportunities for all interested in participating in Recreation offerings, the City of Irwindale has adopted an Attendance Policy for all recreation classes and programs.

If you, or your child(ren), will be absent from _____, please contact the Dan Diaz Recreation Center as soon as possible, but no later than 72 hours of the absence date. If you have missed 3 or more days without notification, you may be dismissed from the class/program and your spot will be made available to the next person on the waiting list.

Examples:

Excused Absences

Excused absences include illness*, health appointments*, funerals, school sponsored events, custodial issues (shared custody), vacation (with prior notification).

*Documentation by a Doctor must be provided for illness or health appointments, lasting 3 days or longer

Unexcused Absences

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Dismissal

Participants must be in attendance for 75% of the class/program with the exception of Competition Cheer, with a 90% attendance requirement. Failure to meet the attendance percentage will result in dismissal of the class/program.

Participants/Parents/Legal Guardian are required to notify staff within 72 hours of absence.

I have received a copy of the Attendance Policy and understand that I am required to notify Recreation staff within 72 hours of my/my child(ren) absence to avoid dismissal from the class/program registered for.

Participant Name: _____

Date: _____ Parent/Legal Guardian (print): _____

Participant/Parent/Legal Guardian Signature: _____

Received by (print): _____ Initial: _____