



Kid's Club @ Dayton Elementary

Parent Handbook 2016-2017

Please read, review with your child(ren), complete the enclosed forms and return the forms directly to Kid's Club (please do not bring them to a customer service location).

Information at a Glance

Welcome to the City of San Leandro Recreation and Human Services Department Kid's Club program! Kid's Club is a before and after school program for children in grades TK - 5th at Dayton Elementary.

Our Kid's Club program is dedicated to creating a safe, fun, and enriching environment for your child while you work. We will provide your child with a variety of activity choices that seek to enhance their self-esteem and personal skills and interests.

We are available to assist children in learning how to make positive choices that make them feel good about themselves and optimistic about their future. Your child will have the opportunity to express themselves through active play, arts and crafts, be given ample time and space to focus on school work, and have the time to socialize amongst their peers.

We are very happy to have your child join us and look forward to working with you to create a truly beneficial before and/or after school experience for your child.

Program Hours

Kid's Club follows the city holiday and school calendar including early release days, minimal days, holidays, and breaks.

Mornings

7:00 AM until school starts - participants are released into the yard at 8:30 AM so they may line up for their class.

Afternoons

Kindercare (for TK and K) begins at 1:00 PM and goes till regular Kid's Club begins at 3:30 PM. The program ends promptly at 6:00 PM. Late pickup fees are enforced.

Kid's Club Cell Phone #: (510) 495-4506

Customer Service & Registration:

Senior Community Center
13909 E. 14th Street
San Leandro, CA 94578
(510) 577-3462
(510) 577-3470 (fax)

Marina Community Center
15301 Wicks Blvd.
San Leandro, CA 94579
(510) 577-6080
(510) 352-3049 (fax)

Hours of Operation:

M-F 8:30-5:00PM

M-F 11:30AM-7:00PM
Sat 10:00AM-2:00PM

People to Contact:

Recreation, Early Childhood, and Youth Programs
SLRHS Administrative Office (510) 577-3473
835 E 14th Street, Suite 107 youth@sanleandro.org
San Leandro, CA 94577

Kid's Club Policies

Registration, Payment, and Late Registration Fee

Please note the following registration policies and late fee reminder.

- Registration and payment are due on or before the 15th of the prior month (e.g., registration and payment for October must be completed by September 15). If the 15th falls on a Sunday or a holiday, payment is due the first business day following the Sunday or holiday. Please note it takes up to 2 business days for your payment to process.
- Payment received after the 15th will be assessed a \$25.00 late fee.
- Partial program attendance is not prorated or refunded.

Program Registration Policy

Each Kid's Club participant must be registered for the program(s)/time(s) they are attending. Many participants come to several Kid's Club programs such as full-time in the morning and part-time in the afternoon (must be registered for 2 programs/times), or full-time morning plus Kindercare plus full-time in the afternoon (must be registered for 3 programs/times).

If your child is not registered by the 1st of the month and comes to Kid's Club, or comes to a time they are not registered for (AM or PM), your child is not authorized to be in our care and will be taken to the school office where administration will contact parent/guardian.

Part-Time Fee Policy

Part-time participants may attend any three days in a week. Once a part-time participant attends a fourth day in a week (no matter which week) the difference between the part-time and full-time rate will be applied to your account. Movement of extra days into other weeks will not be allowed. Future registrations for any SLRHS program, including Kid's Club, will not be processed until the outstanding balance is paid in full.

Late Registration Fee Policy

The 15th of the month registration deadline and \$25.00 late fee for any registrations after the 15th is enforced. It is important for participants to be registered by the 15th of the month so that our rosters and sign in/out sheets are correct at the beginning of each month. This deadline also helps us plan programs, activities, field trips, order supplies, and schedule staff.

Registration Paperwork Policy

Each participant is required to have on record a complete Emergency Information Form as well as a signed copy of the Kid's Club Parental Agreement and Anti-Bullying Policy. If these documents are not on file, participants will NOT be allowed to stay at Kid's Club. Staff will escort the participant to the school office and school staff will contact parents/guardians.

Returned Check Policy

Please note, there is a \$25.00 service charge for bounced checks. After one bounced check we only accept cash, money order, or Mastercard/VISA.

Payment Assistance: If your child receives free or reduced lunch from the School District, you may be eligible to receive a subsidized rate. Please contact Customer Service for information (510) 577-3462

KID'S CLUB STAFF

Staff who work in our programs are 18 years of age or older. All staff is trained to work with children, are TB tested, and are First Aid and CPR certified. Staff attend periodic trainings to enhance their skills in working with children.

THE KID'S CLUB PROGRAM

Kid's Club is a recreation based program meaning our focus is on play, games, and enrichment activities. Kid's Club staff will provide structured and unstructured activities for your children to participate in daily.

A daily homework time is scheduled for children to work on homework assignments. Kid's Club staff will be available for guidance during this time, though please note staff does not check work for accuracy, does not provide individual tutoring for your child, nor make sure homework is completed. Your child may or may not complete their homework during Kid's Club, so please check it when you get home. If your child does not have homework or does complete their homework with additional homework time left, he/she will be provided with alternative quiet activities.

It is the responsibility of each child (grades 1st - 5th) to get himself/herself from the Kid's Club program to their school start time for the AM session and from their school dismissal to the Kid's Club program start time for the PM session. If a child does not show up at the appropriate time, then Kid's Club staff will check with the office and the child's teacher before calling home. If a child is roaming without permission from teachers, staff, or parent/guardian, then he or she will be subject to disciplinary action. *TK and K students are walked to class in the morning and picked up from class in the afternoon.*

Snacks: All children are encouraged to bring their own healthy snack daily, as Kid's Club does not provide snacks. Please send only non-perishable items, as refrigeration is not available.

Belongings are the responsibility of the child. Please clearly mark your child's belongings with his/her name. Toys from home, including trading cards, electronic devices (Game Boys, Nintendo DS, etc), are not permitted at Kid's Club.

If your child has a cell phone, the phone must be kept in the child's backpack during Kid's Club. The cell phone must be on **silent or vibrate mode**. Phones may be used in emergency situations only.

The Kid's Club program will adhere to the rules and policies that are set forth by school administration.

AUTHORIZATION TO PICK UP CHILD & SIGN-IN/OUT PROCEDURES

For the safety of your child, only those who are authorized in writing on the emergency form by the parent/guardian will be allowed to pick up your child. This is for your child's protection. All persons picking up children from Kid's Club are required to identify themselves with a photo ID. Please plan accordingly.

In order to ensure the safety of your child, we require that each child be signed **in and out** daily by a parent or guardian. **A child is not considered "in our care" until a parent/guardian has signed them in.** Parent/guardian must sign in child(ren) in the morning – drop offs without a signature are not permitted. Children may not be signed in or out by anyone under the age of 18, unless written approval has been given by a consenting adult and has been approved by Kid's Club Supervisor. For their safety, children may not sign themselves in or out from the

program unless approval has been given by the Recreation Supervisor or advance arrangements have been made.

Late Pick-up Fees: It is imperative that your child be picked up from the program by 6:00PM. Parents will be assessed a charge of \$1.00 for each minute after 6:00PM that the child is not picked up. This fee must be paid in full prior to the next registration. If a child has not been picked up by 6:30PM, the San Leandro Police will be called. This policy is strictly enforced. Please be respectful of the program policy and staff time. Staff has other commitments in the evenings including classes and other jobs.

EMERGENCY INFORMATION

To ensure safety of all children in Kid's Club, we require the Emergency Information Form be completed before the child attends the program. It is extremely important that you notify staff of any changes in your work or emergency contact numbers throughout the school year. Current and extra forms are always available on site.

MEDICATION

Should your child need to take medication during the program, Kid's Club staff will administer it as directed. The following items are essential for us to dispense any medication:

- The medication will need to be checked with the Site Coordinator. Please do not leave the medication with your child. This includes over the counter medication.
- It is required that the medication be in its original container with labeled prescription instructions and not expired.
- A completed Medication Release form must be signed and submitted to the Site Coordinator.

ILLNESS & INJURY

If your child becomes ill while in Kid's Club, staff will contact you to pick him/her up. The program is not set up to care for ill children, so it is important for you to tend to your child in a timely manner.

If your child is injured, the staff will take necessary steps to provide or obtain medical care. If we are unable to reach you in the event your child needs serious medical care; he/she will be transported to the hospital by a city vehicle or ambulance. For this reason, it is extremely important that you notify the Recreation and Human Services Department of any changes in your work or emergency phone numbers. Minor incidents, such as scrapes or bruises, will be reported to you upon pick up of your child. Any more serious incidents, such as any injury to the head, will be reported to a parent/guardian immediately by a phone call.

EVALUATIONS

Kid's Club evaluations will be provided twice each school year. This is your opportunity to share you and your child's experience with us along with any ongoing thoughts or concerns. We encourage you to complete and return evaluations as we value and utilize your feedback.

PARENT CONCERNS

Dayton Elementary School is a public park and is free for anyone to visit after school ends. While Kid's Club is on the playground area, staff is alert to the different people coming in and out of the park. If at any time a problem arises between the staff and/or children with people not in the Kid's Club program, they will be asked to leave the staff and Kid's Club participants alone. If the problem continues or is repeated, Kid's Club will go back inside and the incident will be documented and reported to the Kid's Club Supervisor and to Dayton Elementary.

If at any time you have a concern about one of our staff or our program, you are encouraged to first discuss the concern with the Kid's Club Site Coordinator. If you are not satisfied with the outcome of that conversation, please contact the Recreation Supervisor. **Thank you for your understanding.**

BEHAVIOR MANAGEMENT POLICY

The Recreation and Human Services Department has adopted the following behavior management policy for youth programs.

OBJECTIVES

1. The child is to be respectful, courteous, and considerate towards children, staff, and property.
2. The child is responsible for him/herself.
3. The child is to learn to make positive choices that build self-esteem and skills.

UNACCEPTABLE BEHAVIOR

1. Child harms other children or staff.
2. Child is harming him/herself.
3. Child causes destruction to property.
4. Child is continuously unable to adhere to program guidelines.
5. Child is showing extreme disrespect to another child or staff person. This includes racial slurs, profanity, threats, etc.

GENERAL STANDARDS FOR POSITIVE GUIDANCE

1. Guidance focuses on the expected, appropriate behavior, rather than on the negative, inappropriate behavior.
2. Guidance is a process of teaching, learning, and positive reinforcement.
3. Set developmentally appropriate guidelines for children.

NOTE: Consequences involving physical exercise, writing assignments or the withholding of food, water or restroom privileges will NEVER be used or tolerated.

SUMMARY

Staff in the Kid's Club program will use a positive, teaching form of guidance. Staff will continually remind children of the program guidelines. Children are redirected to other activities when behavior contradicts the above guidelines. Parents are always kept informed of their child's progress.

THREE STRIKE POLICY

When the above steps are ineffective in redirecting a child's behavior, more serious action may be taken. The department has a three strike policy: 1) verbal warning; 2) written warning; 3) suspension/expulsion from program.

For each strike, the child's behavior will be discussed with staff, appropriate discipline taken, and a Participant Disciplinary Notice will be completed by staff, reviewed with the parent/guardian and signed. At each strike stage, specific behavior changes will be discussed with the child and expectations set. If a third strike occurs, suspension or expulsion will be determined based on severity and safety concerns for all involved.

BEHAVIORAL/EMOTIONAL ACCOMODATION PLANS

Our goal is to support every child in Kid's Club so that each child has a great time every day. We also strive to support what works for each child in creating a safe, healthy, and positive environment for all participants and staff. Our awareness of your child's challenges helps us to be proactive in working with your child to eliminate any issues that may occur in Kid's Club. It is our experience that by working collaboratively, your child will have a positive and successful experience in this program. Too often we are *not* notified about behavioral/emotional challenges and then issues arise leading to possible dismissal from the Kid's Club program per the above behavior management policy. But as soon as we find out about a child's challenges and incorporate established behavior support and modification, the child will feel supported by our staff and the problems will tend to go away.

If your child has behavioral and/or emotional challenges and has a Section 504 Student Accommodation Plan with the Dayton Elementary School psychologist, please let Kid's Club staff know. We want to be consistent in implementing the strategies already in place at school and home so your child can have consistency and thrive.

Please complete a SLzUSD Parental/Guardian Exchange of Student Information form so that Kid's Club staff and the Supervisor can meet with the psychologist to understand your child's challenges and how we can support him/her. Staff will implement the same strategies into Kid's Club time and be able to adapt and understand your child's behavior.



ANTI-BULLYING POLICY AGREEMENT

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the school year and be especially hurtful when persons are targeted with meanness and exclusion.

At Kid's Club, bullying is inexcusable, and we have a firm policy against all types of bullying. Our philosophy is based on our mission statement which ensures that every participant has the opportunity to have fun, make new friendships and life experiences. We work together as a team to ensure that participants gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their Kid's Club experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their children so both staff and participants will be comfortable alerting us to any problems during their Kid's Club experience and during the school year. Every person has the right to expect to have the best possible experience at Kid's Club, and by working together as a team to identify and manage bullying, we can help ensure that all participants and staff have a great school year within the City of San Leandro Youth Programs.

I have read this policy with my child and understand that any form of bullying will not be tolerated within the City of San Leandro Youth Programs.

Parent Printed Name: _____

Child(ren)'s Name(s)

Parent Signature: _____

Date: _____



**WAIVER, RELEASE AND ASSUMPTION OF RISK AGREEMENT AND
AUTHORIZATION FOR EMERGENCY TREATMENT OR TRANSPORTATION**

I, undersigned as parent or legal guardian of the child listed on this form, hereby assume full responsibility for all risk of injury or loss which may result from my child's participation in the KID'S CLUB PROGRAM, and hereby agree to hold harmless, release and forever discharge the CITY OF SAN LEANDRO, SAN LEANDRO RECREATION AND HUMAN SERVICES, AND THE SAN LORENZO UNIFIED SCHOOL DISTRICT, AND ALL OF THEIR OFFICERS, DIRECTORS, AGENTS, AND EMPLOYEES AND THEIR REPRESENTATIVES (HEREINAFTER REFERRED TO AS "THE RELEASED PARTIES") FROM ANY AND ALL CLAIMS AND DEMANDS WHATSOEVER WHICH THE UNDERSIGNED, AND ANY OF THEM OR ANY THIRD PARTY AND THEIR REPRESENTATIVES OR ANY PERSON ACTING UNDER THEIR BEHALF HAVE OR MAY HAVE, AGAINST THE RELEASED PARTIES BY REASON OF ANY ACCIDENT, ILLNESS, INJURY OR DEATH TO ANY PERSON OR PERSONS, OR DAMAGE TO, LOSS OF OR DESTRUCTION OF PROPERTY ARISING OR RESULTING DIRECTLY OR INDIRECTLY FROM MY CHILD'S PARTICIPATION IN THE AFOREMENTIONED ACTIVITY, AND OCCURRING DURING SAID PARTICIPATION, OR ANYTIME SUBSEQUENT THERETO REGARDLESS OF WHETHER SAID CLAIMS OR DEMANDS ARISE OUT OF NEGLIGENCE OF THE PART OF THE RELEASED PARTIES. THE TERMS OF THE RELEASE SHALL SERVE AS A RELEASE AND ASSUMPTION OF RISK FOR MY CHILD, HEIRS, EXECUTIVES, ADMINISTRATORS, AND FOR ALL OF MY FAMILY MEMBERS.

I understand, agree, and acknowledge that this program may involve activities of a hazardous nature and/or include physical and/or strenuous activity. I am aware of certain risks of accident, including, by way of example, and not limited to the following: the dangers of personal injury or death; property damage or loss; the dangers arising from weather conditions, contact with others or moving objects; the conditions of paved and unpaved surfaces; and the Released Parties own negligence.

I hereby assume all risk of such activities. Understanding this, I state to the best of my knowledge that my child listed on this form has no medical, physical, mental, or emotional health conditions which would hinder my child's active participation in the program listed on this form.

In the case of emergency in which I am not able to give permission for medical treatment and my designated emergency contact cannot be reached, I authorize the staff or agents of the District or the Released Parties to obtain whatever medical treatment is deemed necessary for my child's welfare. In the case of my child, this authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California. I further understand and agree that I will be financially responsible for all charges and fees incurred in the rendering of sent emergency treatment, regardless of whether my medical insurance would cover such charges and fees.

Participant Name(s): _____

Parent/Guardian Signature: _____

Date: _____



Kid's Club Parental Agreement

1. I have read, understand and agree to abide by the policies of the Kid's Club program as stated in the Kid's Club Parent Handbook. _____ (Initial)
2. I agree to register and pay for the entire month's full fees (and any outstanding balance due) by the registration deadline (**15th of the prior month**). I understand that if I miss the deadline, I will be charged a \$25.00 late fee. _____ (Initial)
3. I understand that if my child is not registered by the 1st of the month or comes to a time they are not registered, my child will not be able to attend the Kid's Club Program and will be sent to the school office. _____ (Initial)
4. I understand that if I register my child for the **Part Time program (3 days a week)** attendance is tracked and once my child attends a fourth day in a week (**no matter what week**) the difference between the part-time and the full-time rate will be applied to my account and must be paid in full prior to registration for any class or program up to and including Kid's Club. _____ (Initial)
5. I understand that there is a \$25.00 service charge for bounced checks. After one bounced check we only accept cash, money order, or Mastercard/VISA. _____ (Initial)
6. I understand that it is the responsibility of my child (grades 1st - 5th) to get himself/herself from the Kid's Club program to their school start time for the AM session and from their school dismissal to the Kid's Club program start time for the PM session. If my child does not show up at the appropriate time, then Kid's Club staff will check with the office and my child's teacher before calling home. If it is found that my child is roaming without permission from teachers, staff, or myself, then he or she will be subject to disciplinary action. Please note: TK and K are walked to class in the morning and picked up from class in the afternoon. _____ (Initial)
7. I understand that my child needs to bring his or her own healthy snack each day as Kid's Club does not provide a snack. _____ (Initial)
8. I understand that any items that are lost or stolen are the responsibility of my child and not the staff of the Kid's Club program. _____ (Initial)
9. I understand that an authorized adult, carrying valid photo ID, **MUST sign child(ren) in and out** each day. I further understand that the person(s) whom I authorize to pick up my child(ren) must be a least 18 years old and listed on the emergency form. _____ (Initial)
10. I understand that the Kid's Club program ends at 6:00PM on all days unless otherwise noted. I understand the late pick up fee is \$1.00 per minute and will be paid no later than the next registration. I understand that my child(ren) will not be able to attend Kid's Club until that fee has been paid in full. I also understand children who are not signed out by 6:30PM will be released to the San Leandro Police Department. I understand the late fee policies and agree to abide by them as stated. _____ (Initial)
11. I understand that all participants, including those authorized to pick-up students, are expected to be respectful to all staff and other participants. _____ (Initial)

12. I have read and understand the Behavior Management Policy. I understand my child can be placed on "time-out," suspended and/or expelled from the program for severe or chronic misbehavior. I will be notified and given copies of written documentation by staff in regard to incidents that occur. I also understand that my child and I can be called into a conference with the program coordinator and program supervisor to discuss possible solutions to continual situations. _____ (Initial)

13. I have read the Anti-Bullying Policy with my child and understand that any form of bullying will not be tolerated within the City of San Leandro Kid's Club Program. _____ (Initial)

I, the undersigned, in consideration of participation in the program listed above, agree to indemnify and hold the City of San Leandro harmless, and release the City and its employees and agents from any and all liability for any injury or loss which may be suffered by the below named individual(s) arising out of or in any way connected with participation in the above program.

I understand the policies and items listed above and agree to the conditions.

Child(ren)'s Name(s) _____

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____

Date _____

SAN LEANDRO RECREATION & HUMAN SERVICES

Identification and Emergency Information

To be completed by parent or guardian & submitted directly to Kids Club staff at Dayton Elementary.



Kid's Club 2016-2017

Child's Name		Phone
Child's Address		Child's birthdate
Parent/Guardian 1 Name		
Cell phone	Work phone	Home phone
Parent/Guardian 2 Name		
Cell phone	Work phone	Home phone
Name of person responsible for child (i.e., parent/guardian)	Home phone	Cell phone

Tell us about your child(ren). Please include any information which would be helpful to staff in understanding and caring for your child. Please also include any medical conditions or allergies.

Health Insurance Provider:

List below emergency contacts and other persons authorized to pick up your child from the program. Child will NOT be allowed to leave with any other person without written authorization from the parent or guardian. All persons listed must be at least 18 years of age.

Name	Cell Phone	Daytime phone	Relationship

San Leandro Recreation and Human Services personnel are authorized to use their discretion to secure the necessary emergency services for my child at my expense. This includes emergency medical treatment, paramedic services and ambulance service.

Signature of Parent/Guardian _____

Date _____