

McKinleyville Parks & Recreation

Kids' Club



Kids' Club 2011-2012 After School Program Parent Handbook



Welcome & Introduction

Welcome

Welcome to Kids' Club! We are pleased that you have chosen Kids' Club for all your after school childcare and recreation program needs. We, at McKinleyville Parks & Recreation, have designed this program with your child and family in mind. This Handbook is designed to assist you with understanding the Kids' Club program while providing you with important information pertaining to our rules and policies. Should you have any questions regarding the information contained in this Handbook, contact our Administrative Office at 839-9003. Once again, thank you for choosing McKinleyville Parks & Recreation... we realize you have a choice and appreciate your patronage.

Mission Statement

Mission of McKinleyville Parks & Recreation

Our mission is to create community and increase quality of life through people, recreation programs, public facilities and parks. To do so, we:

- Provide recreational experiences;
- Foster human development;
- Facilitate community problem-solving;
- Promote health and wellness;
- Strengthen community image and sense of place; and
- Support economic development.

Kids' Club After School Program Mission Statement

At Kids' Club, we provide an affordable, high quality and safe after school program in a warm and nurturing environment that enhances the growth of the "whole child" cognitively, academically, socially, emotionally and physically.

Program Description

Kids' Club is an after school enrichment program which engages children in a variety of activities including homework time, arts and crafts, games, sports, cooking, and cultural activities to promote increased academic performance, increased self-esteem, leadership development, responsibility and fun.

Kids' Club is based at MUSD School Facilities (*Morris Rm #33, #34, & #36,) and takes place Monday through Friday on all days school is in session. Operating hours begin once students are released from class and end at 6:00 p.m. *All students who attend Dows Prairie Elementary School will be bussed to Morris at no charge.

Kids' Club is **not** held on those days that school is not in session. McKinleyville Parks & Recreation may offer other programs on such days. Call our office at 839-9003 for more information.

Program Goals Objectives

At Kids' Club, our goals are to:

- Provide an environment based on successful experiences which encourages all children to develop a healthy self-concept and positive self-esteem; and
- Offer an environment that encourages children to develop their own capabilities and interests at their own pace and according to their individual needs; and
- Offer a program that recognizes the uniqueness of each child and provides positive encouragement for the child's continued growth; and
- Provide an environment that facilitates opportunities to learn by doing.

In order to fulfill our mission, Kids' Club is designed to meet objectives in the following core areas:

- **Homework Time:** Is a mandatory quiet time during which children have an opportunity to work on homework assignments. Program staff will assist children with homework, other school-related assignments, and those areas for which additional assistance is requested. **If parents have specific homework requests (i.e. you want your child to complete HW at Kids' Club or you do not want your child to work on HW at Kids' Club) you MUST communicate this request to the on site program staff.** **Please note that the program does not have enough staff to work with students 1 on 1 for extended periods of time (i.e. reading assignments that require the student to read with an adult.)*
- **Socialization:** Program activities are designed to develop each child's unique personality, and to encourage and cultivate individual creativity and freedom of expression.
- **Self-Esteem & Leadership Development:** Our staff will serve as mentors and design program activities to foster growth in self-esteem, self-confidence, and leadership skills.
- **Safety in the After school Hours:** Our staff will provide an environment that ensures a child's safety and teaches children ways to be safe.
- **Affordability:** We will strive to ensure that every child has the opportunity to attend KidsClub regardless of the financial status of their family.

Philosophy & Ethics Statement

At Kids' Club and McKinleyville Parks & Recreation, we believe that each child is unique and should be provided with an environment that respects their uniqueness and allows him or her to grow, learn, and explore. We believe that our future lies in the hands of our children; therefore, it is our responsibility to empower them with the tools to succeed.

Ethics are the premises, beliefs, morals and values by which one makes decisions; the rules or standards by which one conducts his or her personal life. Character results from repeated acts of conduct guided by one's values or one's belief system. The positive character qualities stressed in our program are: respect, responsibility, trustworthiness, fairness, caring and citizenship. We firmly believe that treating others, as we want to be treated ourselves is a universal truth we want our participants to know, believe and practice.

Contact Information

Kids' Club is operated by McKinleyville Parks & Recreation, a department of the McKinleyville Community Services District. Important contact information is noted below:

McKinleyville Parks & Recreation.....839-9003
 1656 Sutter Rd., McKinleyville, CA 95519
 Mailing Address: P.O. Box 2037, McKinleyville, CA 95519
 Fax: 839-8456
 Administrative Staff:
 Jason Sehon –Parks and Recreation Director
 Lesley Frisbee -Recreation Supervisor
 Kids' Club Morris School Site839-0353

Tax Identification & Verification of Fees Paid

The District's tax identification number is 94-1729867. This is the number used on income tax forms for childcare. We encourage you to keep copies of all fee receipts so that you will be able to accurately report childcare expenses. Should you require documentation, requests may be filed with the Recreation Supervisor at 839-9003. Such requests require 3 business days notice.

Registration Options & Fees

Available Registration Choices

To ensure your childcare needs are met, McKinleyville Parks & Recreation allows individuals to register for Kids' Club as little as one day per week and up to as many as five days per week. The only requirement is that your registration option remains consistent from week to week. Changes in registration status are considered permanent and must be maintained from week to week (i.e., you cannot register to attend three days per week this week and two days per week the next week, etc).

Program Fees, Fee Reductions & Alternative Registration Options

Program Fees

Fees are as follows: K- 3rd Grade, \$12.00* per day; 4th- 5th Grade, \$10.00 per day. *Morris 3rd graders \$10 per day as they are dismissed at the same time as 4th-5th grades.

Multiple Child Discount

Families enrolling multiple children will receive a 10% discount for each additional child.

Alternative Registration Options

Kids' Club participates in a partnership with other agencies, such as the Redwood Coast Regional Center, Changing Tides Family Services, United Indian Health Services, County of Humboldt and the McKinleyville Community Collaborative. Participants desiring to register for Kids' Club through one of these programs must obtain approval for registration from the Recreation Supervisor prior to attendance being allowed.

Shared Custody

Upon Registration, if you share custody of your child with another parent and would like separate billing, we recommend you register separately. Otherwise, the person who originally registered the child will be responsible for all Kids' Club fees.

Payment of Fees & Late Payment Surcharge

Payment of Fees

Fees must be paid in advance and are billed on a monthly basis. *Upon registration payment for the first 5 weeks of the program will be due.*

On the 15th of each month (beginning on September 15, 2011), McKinleyville Parks & Recreation will mail you an invoice for fees associated with attendance for the next month. All fees are due on the 1st of the month. Should the 1st fall on a holiday or weekend, fees are due and payable the first business day following the 1st of the month. Payments received by the 5th of the month will not be assessed late fees.

Late Payment Surcharge

Fees not paid by the deadline on your invoice are assessed a late payment surcharge. The surcharge is assessed at a rate of 10% per week and based on the total fees due. Below, you will find a small chart outlining application of the late payment surcharge policy:

<u>Fee Payment Date</u>	<u>Total Fees Due</u>
By the 1 st of Month Due	Total Fees Due Only
Between 6 th and 10 th of Month Due	Total Fees Due + 10%
Between 11 th and 16 th of Month Due	Total Fees Due + 20%

Your child will be dropped from Kids' Club if you have not paid fees by the 16th day of the month that fees are due. In addition, the child will not be allowed to return to Kids' Club or attend any other

McKinleyville Parks & Recreation-sponsored programs until all past due fees are paid in full. If your child is removed from the program because of non-payment of fees, and the program has a waitlist, you will lose the space in the program and will be subject to wait listing upon becoming eligible to attend the program.

Holidays

Kids' Club is closed on all holidays observed by the McKinleyville Union School District. In addition, Kids' Club is closed during those extended periods that school is not in session (i.e., Thanksgiving Week, Christmas Break, President's Week, Spring Break, etc).

While Kids' Club will not operate on those days noted above, McKinleyville Parks & Recreation often provides other recreation programs to members of the community. Separate registration is required.

Changes in Registration Status

If you desire to change your child's registration status, you must complete a Change in Registration Status Form. These forms are available at the Parks and Recreation Office. **Changes in registration status require 5 business days to go into effect.** Any adjustment to fees necessary due to changes in registration will be adjusted after the 5 business day requirement.

Withdrawal & Termination of Care

Withdrawal & Termination of Care by Parent/Legal Guardian

You may terminate your child's participation in Kids' Club **with 5-business days notice** by filing a Change in Registration Status Form at the Parks and Recreation Office. **Termination is not considered activated until five business days following the request date noted on the Form.**

Termination of Care by McKinleyville Parks & Recreation

We recognize that Kids' Club may not be the appropriate program for every child nor may a child be able to participate in a constructive way while abiding by the rules of Kids' Club. McKinleyville Parks & Recreation has full authority to terminate care for any child whose needs we obviously cannot meet or whose behavior would jeopardize the safety of the other children and staff at Kids' Club. If for any reason, it is determined that care is in jeopardy of being terminated, we will make every effort to discuss this with you and, if possible, provide some notice of termination.

Refunds

For information regarding refunds, please contact the Parks & Recreation Administrative Office at 839-9003. Refunds issued may take up to 4 weeks to be received in the mail. A \$10.00 service fee per enrollment may be assessed. McKinleyville Parks & Recreation is not permitted to issue cash for refund requests.

Absences & Vacations & Suspensions

In general, **KidsClub does not provide credit or refunds for days missed due to illness, suspensions, vacation or other reasons.** If you believe your circumstance is extenuating, contact the Recreation Supervisor at 839-9003.

Absences and Sign-In & Sign-Out Procedures

Notification Requirement for Participant Absences

Absences for any reason are not refundable. It is required that you notify our office (839-9003) or the Kids' Club site, if your child will be absent from Kids' Club for the day.

Sign-In Procedure

Daily check-in takes place at the Kids' Club site immediately following school. For the first week of your child's attendance, he or she will be escorted from their classroom to the Kids' Club room to ensure their arrival. This will be facilitated by Kids' Club staff in collaboration with teachers. After the first

week, your child will be responsible to walk to the Kids' Club classroom on their own. Kids' Club staff members will be responsible to sign-in your child upon their arrival. Children arriving by bus will be met at the bus unloading zone and escorted to the classrooms.

Sign-Out Procedure

Kids' Club ends daily at 6:00 p.m and it is expected that your child will be picked up no later than that time. If you have an emergency or are running late, please contact Kids' Club to inform the Supervisor so that they may know when to expect you. **Late Pick-up fees will apply in these situations.** (See below for Late Pick-up policy.)

Children will only be released to those persons that you have listed as authorized to pick-up the child on their Supplementary Registration Form. Under no circumstance will we release the child to anyone else unless your permission is received. If you need to update the names of persons authorized to pick-up your child, please contact the Parks and Recreation Office.

It is required that you come to the Kids' Club classroom to sign-out your child each day. The attendance roster for sign-out can be obtained from the Supervisor. Please make sure that, when picking up your child, you also obtain their belongings, art and craft projects and any important informational handouts from the Supervisor.

Lastly, Kids' Club staff will not escort a child to any other program during or after Kids' Club hours.

Miscellaneous Policies Affecting Sign-In & Sign-Out Procedures

Extracurricular or School-related Activities

If your child is involved in a program that takes place during the after school hours such as Pyramid, Brownies, Math Club etc., he or she may need to arrive to Kids' Club later than the normal school release time. It is required that parents/legal guardians inform the Supervisor of your child's site in advance of all such circumstances. We request that you provide a written note to the Supervisor indicating the dates, days, times, and location of the activity your child will participate in along with an estimate of the time the child will arrive at Kids' Club.

If a participant is involved in a program and the parent would like the child to leave Kids' Club early the parent must authorize "self check-out" (see below).

Self-Checkout

Children are allowed to check themselves out of Kids' Club if the Supervisor has received Permission for Self-checkout Form from the parent/legal guardian. Fourth and Fifth graders may sign themselves out and leave school grounds. First through Third graders may only sign themselves out if they are attending an extracurricular activity on school grounds, they will not be able to leave school grounds without a parent/guardian. Self-check out is not available for Kindergarteners. Forms are available from the Supervisor at your child's site.

Shared Custody

We realize that some children may have a family situation in which parents/legal guardians share custody. Therefore, those persons authorized to pick-up the child may change from day-to-day or week-to-week. In these situations, we require that each parent/legal guardian complete a Supplementary Registration Form. Your child will only be released to those persons listed on "your" Supplementary Registration Form on those days you have notified us that you have custody.

Court Orders

If you have obtained a court order which would prevent Kids' Club from releasing your child to any individual, including another parent/legal guardian, and in order to honor such an order, you are required to provide us with a certified copy of the current court order which states the rights or restraints ordered. Please contact the Recreation Supervisor.

Late Pick-Up Policy & Fees

We are not responsible for children after 6:00 p.m. each day of Kids' Club. If your child is not picked-up by 6:00 p.m., you may be required to pay a late pick-up fee. Fees are billed at \$5 per quarter hour or fraction thereof.

Discipline & Behavior Modification Policies

General Policy

With regard to behavior, our staff uses positive guidance, redirection and the setting of clear-cut limits to foster a child's own ability to become self-disciplined. We encourage children to be fair, respect property, and assume personal responsibility as well as responsibility for others. Discipline involves teaching character and self-control. Because people differ in how they approach discipline, parents and staff must discuss the goals of discipline and the methods that will best achieve the goals for the child. Physical punishment or abusive language is not used at any time, as these approaches teach children to respond in kind. Aggressive behavior toward staff or children is unacceptable and not tolerated in our programs. Please be aware that you may be sent home for a period of time if they exhibit any physical violence.

Program Rules

Be kind and respectful to others.

Physical violence of any kind will not be tolerated

Listen to staff.

Always stay where staff can see you.

Respect your environment and all of the KidsClub equipment.

When you need to go to the bathroom, get permission from staff and then take a buddy. Check-in with staff when you return.

Remember school rules... They apply at KidsClub too!

HAVE FUN

***We will also develop rules and boundaries specific to each facility and activity as needed.

Guidelines for Discipline & Behavior Modification Policy Implementation

Behavior issues are handled on a daily basis. Therefore, children begin each day with a clean slate, unless they are on a behavior contract or have established a consistent pattern of poor behavior. If a child violates any behavior expectations, disciplinary action will result.

Program misconduct levels and disciplinary responses employed at Kids' Club are outlined below. Some behavior may require skipping steps.

Step 1: Refers to behavior identified in Kids' Club rules or by staff as being unacceptable, including unsafe play, littering, possession of nuisance items, inappropriate comments and generally distracting staff and other participants. **Disciplinary Response:** Oral Warning

Step 2: Refers to issues such as rough play, spitting, disturbances to others, profanity, excessive violations of Step 1 behavior. **Disciplinary Response:** Losing a Privilege for the day/week.

Step 3: This includes issues such as defiance, disrespect, continual excessive violations of Step 1-2 behavior, habitual profanity, obscene behavior, dishonesty, spreading rumors and instigating a fight. **Disciplinary Response:** A written warning and a time out. Depending on misconduct a conference with parent/or guardian

Step 4: Repeated behavior, which has been documented by a written warning or warnings. Any behavior that warrants the writing of an incident report should be treated as a step 4 misconduct and should include the writing of a Behavior Contract. **Disciplinary Response:** A child may be put on

Behavior Contract and a time out or removal from Kids' Club for a term negotiated with the parents/legal guardians. Participants must be picked up immediately.

Step 5: Refers to issues such as excessive violations of Step 2-4 behavior, fighting, any physical violence, harassment, racial slurs, stealing, etc. Disciplinary Response: Step 5 violations may result in immediate suspension from the program.

Health & Safety Information

Child Abuse & Neglect

As individuals working with children in a public recreation program, our staff are mandated reporters of suspected child abuse and neglect. Therefore, if it appears that a child is being neglected or there is suspicion of abuse, we will notify Child Protective Services or local law enforcement officials.

Medications

If your child must bring medication to Kids' Club, prior to being allowed to do so, you must provide the Supervisor of your child's site with a signed Participant Medications Release Form. In addition, any medication provided to our staff for distribution must be in the original container stating the participant's name, and current prescription date. All medications, whether prescription or otherwise, must be given to our staff. We will keep all medications in a locked cabinet.

Head Lice

If it is determined that your child has nits (lice eggs), you will be contacted and must pick-up the child immediately. Your child will not be allowed to return until the nits are properly treated and all are removed from the affected area.

Other Program Policies

Expectations of the Parents/Legal Guardians

As parents/legal guardians, you are expected to adhere to the standards and policies outlined in this Handbook. Should you have specific questions regarding those responsibilities or for an interpretation, please contact our Administrative Office at 839-9003.

Participant Clothing & Dress

As parents/legal guardians, you are expected to ensure your child is properly clothed for attendance at Kids' Club. Clothing should be appropriate for participation in activities, both indoor and outdoor. Sweatshirts or jackets are encouraged. Open-toed shoes are not allowed.

Daily Schedule

The Kids' Club daily schedule is designed to offer structure and organization for children and staff. Following, you will find a chart outlining a typical day/week at Kids' Club: this schedule may be modified to best suit the needs of the children.

Monday, 1:30 p.m. Tuesday- Friday, 2:30 p.m.	Check-In for Grades K- 3
Monday, 1:30 p.m.- 1:50 p.m. Tuesday- Friday, 2:30 p.m.- 2:50 p.m.	Homework Time for Grades K- 3
Monday, 2:00 p.m.- 2:30 p.m. Tuesday- Friday, 3:00 p.m.- 3:30 p.m.	Activity for Grades K-3
Monday, 2:15 p.m.- 2:30 p.m. Tuesday- Friday, 3:15 p.m.- 3:30 p.m.	Check-In for Grades 4- 5
Monday, 2:30 p.m.- 2:40 p.m. Tuesday- Friday, 3:30 p.m.- 3:40 p.m.	Snack
Monday, 2:40 p.m.- 3:00 p.m.	Activity for Grades K- 3

Tuesday- Friday, 3:40 p.m.- 4:00 p.m.	Homework Time for Grades 4- 5
Monday, 3:00 p.m.- 3:45 p.m. Tuesday- Friday, 4:00 p.m.- 4:45 p.m.	Activity Time for All Grades
Monday, 3:45 p.m.- 4:15 p.m. Tuesday- Friday, 4:45 p.m.- 5:15 p.m.	Activity Time for All Grades
Monday, 4:15 p.m.- 4:45 p.m.	Activity Time for All Grades
Monday, 5:30- 6:00 p.m. Tuesday- Friday, 5:30 p.m.- 6:00 p.m.	Quiet Games & Checkout

Snacks

Daily snack is prepared by the McKinleyville Union School District food service program and distributed by our staff at a set time each day.

Allergies

Your child's allergies should be noted on their Supplementary Registration Form. If you cannot remember if you listed your child's allergies or if this Form needs to be updated, please inform the Supervisor.

Data Privacy & Confidentiality

Confidentiality of information about enrolled children and their family will be maintained. Registration forms and all other information concerning the child and family will be accessible to the parents/legal guardians, administrative staff, program staff, and school administrative staff. Information concerning the child will not be made available to anyone other than those persons noted above, unless by a court order or as requested by law enforcement and government social service agencies, without your expressed written consent.

Pictures

Occasionally and to help us document the activities taking place at Kids' Club, we will take pictures. All pictures become the property of McKinleyville Parks & Recreation and may be utilized to assist us in promoting our programs or included in our reports. Should you desire to not have your child included in any pictures, regardless of the reason, please contact the Administrative Office at 839-9003.

Participant Belongings (storage & equipment)

Children will be given a designated storage area for their belongings. This area can be used to store materials and personal items from the school day. Children should take home all items at the end of each day.

With regard to personal items, children are not allowed to bring any items unrelated to Kids' Club to the program. This includes items such as music, music players, games, toys or other forms of entertainment. In addition, **we are not responsible for any personal item that is brought to Kids' Club**. Our staff will take away such items when found. These items will be returned to you upon pickup.

Field Trips & Special Activities

Occasionally, we may plan walking field trips or special activities. Whenever doing so, we will provide you with written notification. This notification includes important information regarding the date, departure time, return time, destination, and activity description along with details on what to bring, etc.

Lost & Found

Lost and Found items collected at Kids' Club are kept in a designated lost and found area. Our staff will make repeated attempts to match items with their owners. Any item that has been at the Kids' Club site for more than one month is given to the school's lost and found, which is located in the school's main office.