

# On- Site Kids' Club Program

## Registration Packet



Joseph Widmer Elementary  
 751 Stonebridge Lane, Lathrop



Mossdale Elementary  
 455 Brookhurst Blvd., Lathrop



Lathrop Elementary  
 15851 5<sup>th</sup> St., Lathrop

# KIDS' CLUB PROGRAM

## Philosophy

- The City of Lathrop Parks and Recreation Department is pleased to provide a quality Kids' Club program that meets the before and after school child care needs of the families in Lathrop. Kids' Club is committed to providing a fun, safe, age-appropriate recreational program, which encourages social development and promotes health and wellness.

Kids' Club is a recreational before and after school program for children currently enrolled in grades K-8. Children are encouraged to participate in group activities such as arts, crafts, sports, games, science, and reading.

- Kids' Club strives to maintain a **ratio of 1 staff to every 14 children**. However, we are **not** a licensed childcare program.

## Hours of Operation

- Before School Program operates from 7:00 am until the beginning of school.
- Afterschool Program operates from the end of school, last bell, until 6:00 pm.
- Kinder Club is available at select locations for children enrolled in half day Kindergarten classes.
- Kids' Club will operate daily Monday through Friday when school is in session.
- Kids' Club will be closed during the following school breaks:

Labor Day September 4, 2017

Fall Break October 9-13, 2017

**\*\*Camp Offered\*\***

Veteran's Day November 10, 2017

Thanksgiving November 23-24, 2017

Winter Break December 25, 2017-January 8, 2018

**\*\*Camp Offered\*\***

Martin Luther King Jr. January 15, 2018

Student Break February 12, 2018

President's Day February 19, 2018

Spring Break March 26-April 2, 2018

**\*\*Camp Offered\*\***

- **Dates are subject to change.**
- Please reference the activity guide, contact us at (209) 941-7372, or visit the website at [Lathrop.recdesk.com](http://Lathrop.recdesk.com) for more information on specialty and break camps.

## Staff

All Parks and Recreation Staff go through a background check and screening process prior to employment. Staff trainings and workshops are held throughout the year to provide leadership development, CPR/First Aid certification, knowledge of policies and procedures, and other education as needed.

## Minimum Abilities Required to Participate

To maintain a safe and healthy environment for all children attending Kids' Club, participants must maintain the following minimum standards:

1. Understand and follow basic directions and rules for the program.
2. Maintain basic self-control to ensure the safety of themselves and others in the program.
3. Handle personal hygiene/toileting needs.

## POLICIES AND PROCEDURES

Kids' Club has adopted the following policies and procedures to ensure a safe and productive environment. By signing the agreement, you are stating that you understand and will abide by these policies and procedures.

### A. Financial Policies

1. A registration fee of \$10 will be charged annually at the time of registration.
  - Priority Registration will be given to 2016-2017 Kids' Club participants starting April 24<sup>th</sup>, 2017 through May 5<sup>th</sup>, 2017 for the 2017-2018 School Year.
  - Registration for the 2017-2018 school year will take place at the Lathrop Generations Center at 450 Spartan Way or the Lathrop Community Center at 15557 Fifth St., beginning on May 8<sup>th</sup>, 2017.
  - The Generations Center is open Monday-Thursday from 9:00 am to 6:00 pm and Friday from 8:00 am to 5:00 pm. The Community Center is open Monday- Thursday from 9:00am to 6:00pm and Friday from 9:00am to 5:00pm.
  - The registration form is required to be filled out every year.
2. All of the Kids' Club fees listed below reflect monthly fees. Families have the option to choose from plans that cover 2 days, 3 days and 4 or 5 days a week. *Minimum days are covered in your monthly fees.* Plan availability is based upon school location. **Fees are subject to change at any time.**
  - Before School:
    - Two (2) Days a week for \$32 a month.
    - Three (3) Days a week for \$36 a month.
    - Four (4) or Five (5) days a week for \$40 a month.
  - Kinder Club:
    - Two (2) days a week for \$56 a month.
    - Three (3) days a week for \$72 a month.
    - Four (4) or Five (5) days a week for \$95 a month.
  - After School:
    - Two (2) days a week for \$56 a month.

- Three (3) days a week for \$72 a month.
    - Four (4) or Five (5) days a week for \$95 a month.
  - Kinder Club/After School Combo:
    - Four (4) or Five (5) days a week for \$175 a month.
3. Fees are based on enrollment, not attendance; there are **no adjustments for missed days**.
  4. Payments are due on the 15<sup>th</sup> of the month prior to service. Payments must be received in order for children to participate in the Kid Club Programs. **A late fee of \$10 per child will be charged for payments made after the 15<sup>th</sup> of the month prior to service.** If your fees are not paid by the 25<sup>th</sup> of the month prior to service your child may no longer be able to attend the program.
  5. Payments may be made by cash, check or charge. All checks are to be made payable to the *City of Lathrop*. When paying in cash, please have the exact amount. We are unable to make change.
  6. Returned checks will be assessed a \$25 processing charge. All returned checks must be paid within 5 days of notification or the child cannot return to the program. All fees from that point forward **must be paid in cash, by cashier's check, credit/debit card, or money order.**
  7. A late fee of \$5 will be assessed against any parent and/or guardian who arrives after 6:01 pm and an additional \$1 will be charged for each minute after 6:05 pm. After the third late pick up the parent and/or guardian are required to make an appointment with the Recreation Supervisor to discuss continued care. The parents and/or guardians must make their appointment within two weeks of receipt of the notice. If a parent or guardian is more than 30 minutes late in picking up a child, Recreation staff are required to contact the Lathrop Police Department.

## **B. Single, Multi-Parent, and Blended Families:**

1. It is our goal to promote a positive environment for children and their families. We are aware that many families may experience issues with divorce and separation. It is important that we maintain good relationships with all adults present in each participant's life. Very clear instructions in regards to custody arrangements (which parent to contact first, who is and isn't allowed to pick up a child, who is responsible for payment) are required. A copy of a court order is required if children are to be released to specific parents or guardians on specific days.

## **C. Attendance**

Please call (209) 941-7372 and leave a message when your child will not be attending the program on a scheduled day. You may also call the Kids' Club site and speak to a staff member or leave a message.

- Lathrop Community Center Kids' Club (209) 941-7375
- Joseph Widmer Kids' Club (209) 992-1095
- Mossdale Kids' Club (209) 992-1150

## **D. Drop-off and Pick-up**

1. Sign-in/sign-out sheets are located at each site. An adult (18 years of age or older) must sign your child in and/or out each day from the program. Please be prepared to provide valid picture ID if requested by Kids' Club staff.

2. Written permission is required in order to release your child to any adult other than those you have indicated on your Kids' Club Emergency Form prior to day of.
3. If you need to add somebody to your pick up list please inform a staff member. You can do so at the Kids' Club site.
4. Program staff will not release a child to any person who appears to be under the influence of drugs or alcohol. Another parent/guardian or someone listed on the emergency contact list will be called to pick up the child from the program. In such event, the Lathrop Police Department will be contacted.

## **E. Emergency Contact**

1. An *Emergency Form* must be completed and include the names, addresses, and phone numbers (work number and home number) of at least (2) local people you wish us to contact in the event of an emergency, when you cannot be reached. The completed emergency form must be submitted at the time of registration.

## **F. Medical Assessment**

1. Please do not bring your child to Kids' Club if they are experiencing flu like symptoms, a rash, or have head lice.
2. Please report any infectious disease or condition as soon as you become aware. Examples include lice, pink eye, hand foot and mouth disease, chicken pox, and flu symptoms. Children may return to the program with a signed statement from a physician indicating the child is no longer contagious. We will report major outbreaks of communicable diseases to all participants' families.
3. If a child becomes sick at Kids' Club, a staff member will contact a parent and/or guardian or someone listed on the Emergency Form to pick up the child.
4. Staff are unable to administer medicine to your child. If your child has an inhaler, epi-pen, or other required medicine please inform the Site Recreation Leader, Tonya at Mossdale and Donna at Joseph Widmer.
5. If your child has a medical condition that staff should be aware of please list this on the registration form.

## **G. Program Activities**

1. Kids' Club maintains a daily schedule which defines the typical sequence of events during a normal day. The time schedule listed at the school site will be approximate and allows for flexibility to follow the interest and choices of indoor and outdoor (weather permitting) activities such as crafts, large and small group games, science, food projects, homework, and more. Time is also provided for snack, clean-up, transition, personal needs, and hygiene.
2. Kids' Club is a recreation based program and encourages participants to engage in fun, active and enriching play. Participants will be encouraged to engage in outdoor and indoor activities as we strive to ensure 60 minutes of creative play each day.
3. Kids' Club will also provide students the opportunity to participate in our reading library. Each site has a library for students to engage in silent reading, if homework is completed. Books can be checked out at the site. If a book is not returned to the Kids' Club site or if it is returned damaged, a \$10 replacement fee will be charged to your account.

## **H. Homework**

1. Participants will be given about 30 minutes each day to work on homework. We will encourage participants to keep the noise level down during this time. Staff are able to assist with homework but cannot provide one-on-one tutoring. If a child is unable to complete homework on their own they will be encouraged to complete as much as they can, to read a book, or partake in a quiet activity. If a participant is unable to complete all of their homework in the designated homework time, they can continue to work on homework after scheduled activities, during free time. Please check your child's homework for completion and accuracy, it is not the responsibility of staff to do so.

## **I. Snacks/ Food Projects**

1. A snack will be provided for those attending the After School Program. Some activities in the Kinder Program and After School Program include food projects. It is important that you advise us of any allergies your child may have.

## **J. Behavioral Expectations**

Kids' Club strives to create a safe and inviting environment for our participants and their families. Children and parents/guardians are expected to comply with school rules and regulations. We encourage participants and their families to respect themselves, each other, staff, and others' property at all times.

Along with school rules, Kids' Club Rules are as follows:

- Participants are expected to report to Kids' Club immediately after school dismissal
  - Please do not share food
  - Follow staff's instructions the first time
  - Always stay where a staff member can see you
  - Keep all body parts to yourself
  - Clean up after yourself
  - Use kind, indoor voices/ words
  - With parent's permission, toys from home can be brought on Fridays only (we are not liable for lost, stolen, or damaged items)
1. If you have a concern about another participant in the program please address this with the Kids' Club Site Recreation Leader, Tonya at Mossdale and Donna at Joseph Widmer. The Site Leader will communicate with the Recreation Coordinator, investigate the concern, and take necessary steps. Speaking to a child other than your own will not be tolerated. Immediate dismissal of an entire family may occur in the event of inappropriate behavior of parents/guardians.
  2. If a child is suspended from a school site they will also be suspended from the Kids' Club Program.
  3. Kids' Club Staff follow a non-violent, non-physical, discipline model. Minor adverse behaviors will be approached as followed:
    - Child(ren) removed from situation
    - Situation/behavior will be discussed

- A conversation between staff and child(ren) about undesirable behavior and future behavior will occur
  - Child(ren) will be removed from activity, loss of privilege such as Fun Friday (bringing items from home)
  - The Site Recreation Leader will speak to a parent/guardian about behavior/situation
4. Behaviors such as running away, fighting, threatening a child or staff, biting, spitting, pushing, rough play, verbal or physical abuse, severe swearing/inappropriate language, misuse or destruction of property, disobedience or disrespect will result in the following:
- Child(ren) removed from situation
  - Staff will investigate
  - Situation/behavior will be discussed
  - A conversation between staff and child(ren) about undesirable behavior and future behavior will occur
  - Staff will document incident
  - Staff will inform the Recreation Coordinator. At the Coordinator's discretion one or all of the following may occur: Site Recreation leader will speak to parent/guardian about the incident, parent/guardian may be called to pick child up early, suspension, or dismissal from program.
5. If adverse behavior continues as outlined in section four:
- A second offense of similar behavior may automatically result in suspension from the program.
  - A third offense of similar behavior may result in a meeting with the Site Recreation Leader, Parents/Guardians, and the Recreation Coordinator. An action plan for the children's behavior will be created.
  - Failure to follow the action plan created will result in dismissal from the program.

## **K. Withdrawal**

- You may withdraw before the program begins and receive a full refund. Refunds may take four to six weeks to process. No prorated withdrawals will be issued once the program begins.

## **L. Termination**

- Your child's participation in Kids' Club may be terminated if:
  1. Fees are unpaid.
  2. Continued tardiness in picking up your child.
  3. Failing to notify the Kids' Club staff when your child will not be attending the program.
  4. Failure to comply with Kids' Club policies.
  5. Inappropriate, participant, parent/guardian behavior

If you have questions, concerns, suggestions, or compliments in regards to the Kids' Club program please do not hesitate to contact the Parks and Recreation Department at (209) 941-7372.

Bree Nuss  
Recreation Coordinator | Youth Development  
City of Lathrop Parks and Recreation

## Registration Form

To be completed by Parent or Guardian. The Names listed in the first section are authorized to make changes to the registration form.

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	PARENT'S E-MAIL ADDRESS
CHILD'S HOME ADDRESS			CITY/STATE	ZIP	BIRTHDATE OF CHILD
FATHER'S NAME	LAST	MIDDLE	FIRST	WORK PHONE	
FATHER'S HOME ADDRESS			CITY/STATE	ZIP	HOME PHONE
MOTHER'S NAME	LAST	MIDDLE	FIRST	WORK PHONE	
MOTHER'S HOME ADDRESS			CITY/STATE	ZIP	HOME PHONE
PERSON RESPONSIBLE FOR CHILD:	LAST NAME		FIRST NAME	HOME PHONE	WORK PHONE

### ADDITIONAL PERSONS WHO MAY BE CALLED IN EMERGENCY

NAME	ADDRESS	PHONE	RELATIONSHIP

### PHYSICIAN AND DENTIST TO BE CALLED IN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN & NUMBER	PHONE NUMBER
DENTIST	ADDRESS	MEDICAL PLAN & NUMBER	PHONE NUMBER
ALLERGIES:		CONDITIONS:	

### NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR GUARDIAN)

NAME	RELATIONSHIP	PHONE NUMBER	

## Monthly Kids' Club Plan and Schedule

Please select a plan below and mark the days of the week that your child will be attending the Kids' Club Program. Once days are selected those will be the days that your child can attend the Kids' Club Program. If you need to make a change to current days or need to add a date, you will be assigned the monthly charge of that plan. If your child attends the Kids' Club Program on days they are not registered for, you will be assigned the monthly charge of that plan.

**Please check a box indicating the plan and days of service.**

☐ Before School

☐ Kinder Club

☐ After School

☐ 2 Days a Week

☐ 3 Days a Week

☐ 4 or 5 Days a Week

Monday	Tuesday	Wednesday	Thursday	Friday

School or Program Site: \_\_\_\_\_

Name (Parent/ Guardian): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### AGREEMENT, WAIVER AND RELEASE

I understand the risks involved by participating in the above activity for which I am registering, and in consideration for being permitted by the City of Lathrop to participate in the above activity, I hereby waive, release and discharge the City, its agents, volunteers, officers, and employees (hereinafter collectively "City") from any and all claims for damages for any loss, including but not limited to, personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of my participation in said activity. This release is intended to discharge in advance the City from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the released parties referenced as "City" above. I understand that this activity involves risk and danger of accidents and knowingly assume those risks by my signature below. It is further agreed that this waiver, release and assumption of risk is to be binding on my relatives, heirs and assigns. I agree to indemnify and to hold the City free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of my death or injury or property damage that I may sustain while participating in said activity. I hereby consent to allow my picture or likeness to appear in any official document, sponsor advertisement, or other coverage of the City of Lathrop in any manner incidental to my participation in the recreational activity without compensation to me.

**PARENTAL CONSENT:** (MUST be completed and signed by parent/guardian if applicant is under 18 years of age). I hereby consent that my child participate in the above activity and I hereby execute the above Agreement, Waiver, and Release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the City as defined above free and harmless from any loss, liability, damage, cost, or expense which may incur as a result of the death or

injury or property damage that said minor may sustain while participating in said activity. In addition, I hereby consent to allow the picture or likeness of my child to appear in any official document, sponsor advertisement, or other coverage of the City of Lathrop in any manner incidental to my participation in the recreational activity without compensation to me or my child.

In addition, I hereby consent to allow my picture or likeness to appear in any official document, sponsor advertisement, or other coverage of the City of Lathrop in any manner incidental to my participation in the recreational activity without compensation to me.

**I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE CITY OF LATHROP.**

\_\_\_\_\_  
Participant/Parent or Guardian

\_\_\_\_\_  
Date

By signing the agreement, you are stating that you have read, understand and will abide by the policies and procedures stated in the Kids' Club Registration Manual.

Signature: \_\_\_\_\_ ☐ Parent ☐ Guardian

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_