

Kids' Club Program 2019-2020

Parent Packet



Joseph Widmer Elementary
 751 Stonebridge Lane, Lathrop



Mossdale Elementary
 455 Brookhurst Blvd., Lathrop



Lathrop Elementary
 15851 5th 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 recreation. The Kids' Club before and after school program is designed 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**.

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 Joseph Widmer 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 days/breaks:

Dates are subject to change.

Labor Day September 2, 2019	
Fall Break October 14-18, 2019	**Camp Offered**
Veteran's Day November 11, 2019	
Thanksgiving November 28-29, 2019	
Winter Break December 23, 2019-January 8, 2020	**Camp Offered**
Martin Luther King Jr. January 20, 2020	
Lincoln's Birthday February 10, 2020	
Washington's Birthday February 17, 2020	
Spring Break March 16-20, 2020	**Camp Offered**
Memorial Day May 25, 2020	

Camps

Please reference the activity guide, contact us at (209) 941-7372, or visit the website at Lathrop.recdesk.com for more information on camps.

Staff

All Parks and Recreation Staff go through a background check and screening process prior to employment.

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 their own hygiene/toileting needs.

RULES AND REGULATIONS

Kids' Club adheres to following rules and regulations to ensure a safe and productive environment.

A. Registration - 2019-2020 School Year

A registration fee of \$10 will be charged annually at the time of registration.

- Priority Registration will be given to current Kids' Club participants May 20, through May 31, 2019.
- Open registration begins on June 3, 2019.
- Registrations can be processed at the Lathrop Generations Center, 450 Spartan Way, during regular business hours, Monday-Thursday from 9:00 am to 6:00 pm and Friday from 8:00 am to 5:00 pm.
- A new registration form is required to be filled out every year.
- In order to participate in the first week of the Kids' Club program registration and payment must be made no later than Monday, July 15, 2019 at 6:00 pm. If you register your child after July 15, 2019 payment will be due at the time of registration.
- When registering mid-school year please allow two business days between the registration date and your child's Kids' Club start date.

B. Financial

All Kids' Club fees listed below reflect monthly fees. Families have the option to choose from plans that cover three days and five days a week. *Minimum days are covered as part of your monthly fees.* Fees are based on enrollment, not attendance; there are **no adjustments for missed days**.

Plan availability is based upon school location.

Before School:

- Three days a week for \$36 a month.
- Five days a week for \$40 a month.

Kinder Club:

- Three days a week for \$72 a month.
- Five days a week for \$95 a month.

After School:

- Three days a week for \$72 a month.
- Five days a week for \$95 a month.

Kinder Club/After School Combo:

- Five days a week for \$175 a month

Fees are subject to change at any time.

Payment Options:

At the time of registration, your child will be registered for the entire school year. Payment options are as follows:

- **Auto-Pay:** The City of Lathrop will debit your VISA/ Master card/ American Express/ Discover account on the 15th of the month prior to service. If you choose to end Auto- Pay at any time, you must contact the City of Lathrop, Parks and Recreation Department in writing before the 10th of the month. Payment due dates are as follows:

<i>Program Month</i>	<i>Payment Due Date</i>
August	July 15, 2019 or At the time of Registration
September	August 15, 2019
October	September 15, 2019
November	October 15, 2019
December	November 15, 2019
January	December 15, 2019
February	January 15, 2020

March	February 15, 2020
April	March 15, 2020
May	April 15, 2020

- **Auto-Pay Opt-Out:** If you choose to opt out of the auto-pay program, you will still be invoiced for the entire school year at the time of registration. You will receive a reminder invoice via e-mail that your payment installment is due on the 15th of the month, prior to service. Please reference the payment schedule in the above table. You can make payment online at lathrop.recdesk.com or by clicking on your invoice link. Payment can be made over the phone or in person at the Generations Center (209) 941-7372 (450 Spartan Way) or the Lathrop Community Center (209) 941-7370 (15557 5th St.). Payments may be made by cash, check or charge. When paying in cash, please have the exact amount. We are unable to make change. All checks are to be made payable to the *City of Lathrop*.

A late fee of \$10 per child will be charged for payments made after the 15th of the month prior to service. If your fees are not paid by the 25th of the month prior to service your child may no longer be able to attend the program.

Returned Checks:

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.**

Late Pick-up:

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.

C. Single, Multi-Parent, and Blended Families:

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.

D. Attendance

Please call your location 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

E. Drop-off and Pick-up

Sign-in/sign-out sheets are located at the Camp 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 upon sign out. Children

will only be released to adults indicated on the child's registration form. Updates to the form may be made when necessary. If you need to add an authorized adult to your pick up list please inform Camp Lathrop Staff. Camp Lathrop 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.

F. Emergency Contact

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.

G. Medical Assessment

- Please do not bring your child to Kids' Club if they are experiencing flu like symptoms, a rash, or have head lice.
- Head lice policy - Please inform Kids' Club Staff if your child has lice. Children with active head lice and nits will not be accepted into program until they have been treated and are lice and nit free.
- 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 do our best to inform parents anonymously of any outbreaks .
- If a child becomes sick at Kids' Club, a staff member will contact a parent/guardian or someone listed on the Emergency Form to pick up the child.
- 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 Supervisor.
- If your child has a medical condition, allergy, or special need, which staff should be aware of please list on the registration form.

H. Program Activities

Kids' Club strives to maintain a typical daily schedule throughout each day of program. The time schedule listed at each site will be approximate and allows for flexibility to follow the interest and choices of indoor and outdoor (weather permitting) themed activities such as crafts, large and small group games, science, food projects, and more. Time is also provided for snack, clean-up, transition, personal needs, and hygiene. 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 recreational play each day.

I. Homework

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 during free time. Please check your child's homework for completion and accuracy, it is not the responsibility of staff to do so.

J. Snacks/Food Projects

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. Children are encouraged not to share food due to food allergies.

K. 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
- 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

If you have a concern about another participant in the program, please address this with the Kids' Club Site Supervisor. Speaking to a child other than your own will not be tolerated. 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 may result in suspension or dismissal from the program. Immediate dismissal of an entire family may occur in the event of inappropriate behavior of parents/guardians. *If a child is suspended from a school site they will also be suspended from the Kids' Club Program.*

L. Weather Policy

Kids' Club activities will be held both indoors and outdoors throughout the school year. Please make sure your child is dressed accordingly. We will remain indoors for activities if temperatures reach extreme highs or lows, or we experience rain.

M. Withdrawal

You must notify the Recreation Coordinator via email (bnuss@ci.lathrop.ca.us) before the 10th of the month prior to service if you would like to remove your child from the Kids' Club program. You may withdraw before the program begins and receive a full refund (minus \$10 registration fee). Refunds may take four to six weeks to process. No prorated withdrawals will be issued once the program begins.

N. Termination

Your child's participation in Kids' Club may be terminated if:

- Fees are unpaid.
- Continued tardiness in picking up your child.
- Failing to notify the Kids' Club staff when your child will not be attending the program.
- Failure to comply with Kids' Club Rules and Regulations
- 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.