



# Kids on Campus

CHICO AREA RECREATION AND PARK DISTRICT



## After School Program Parent Handbook 2018-2019

**Have you PLAYed Today?**

[www.chicorec.com](http://www.chicorec.com)

CARD office: 545 Vallombrosa Ave.

**Questions?** Call 895-4711



# Contact Information

Kids on Campus is offered at the following locations in the multi-purpose room. Kinder program rooms are specified below:

## **Blue Oak Charter School**

Email: [cardblueoak@gmail.com](mailto:cardblueoak@gmail.com)

Grades: 513-2687

Kinder: 518-5616 (room 15)

## **Chapman Elementary School**

Email: [cardchapman@gmail.com](mailto:cardchapman@gmail.com)

624-9074

## **Citrus Elementary School**

Email: [cardcitrus@gmail.com](mailto:cardcitrus@gmail.com)

321-3656

## **Emma Wilson Elementary School**

Email: [cardemmawilson@gmail.com](mailto:cardemmawilson@gmail.com)

Grades: 321-3876

Kinder: 636-3016 (kinder rooms)

## **Hooker Oak Elementary School**

Email: [cardhookeroak@gmail.com](mailto:cardhookeroak@gmail.com)

Grades: 321-3403

Kinder: 521-2280 (room next to library)

## **Little Chico Creek Elementary School**

Email: [cardlittlechicocreek@gmail.com](mailto:cardlittlechicocreek@gmail.com)

Grades: 321-1046

Kinder: 518-6580 (room 15)

## **Marigold Elementary School**

Email: [cardmarigold@gmail.com](mailto:cardmarigold@gmail.com)

Grades: 321-2671

Kinder: 636-3093 (kinder rooms)

## **John McManus Elementary School**

Email: [cardmcmanus@gmail.com](mailto:cardmcmanus@gmail.com)

321-3187

## **Neal Dow Elementary School**

Email: [cardnealdow@gmail.com](mailto:cardnealdow@gmail.com)

Grades: 321-3402

Kinder: 519-7852 (between kinder rooms)

## **Parkview Elementary School**

Email: [cardparkview@gmail.com](mailto:cardparkview@gmail.com)

Grades: 321-3345

Kinder: 570-4395 (room 2)

## **Rosedale Elementary School**

Email: [cardrosedale@gmail.com](mailto:cardrosedale@gmail.com)

Grades: 321-3264

Kinder: 636-3145 (room 2)

## **Shasta Elementary School**

Email: [cardshasta@gmail.com](mailto:cardshasta@gmail.com)

Grades: 321-3452

Kinder: 636-3514 (kinder rooms)

## **Sierra View Elementary**

Email: [cardsierraview@gmail.com](mailto:cardsierraview@gmail.com)

Grades: 321-1894

Kinder: 636-3516 (room 23)

### Site Phone Numbers

Kids on Campus site cell phones will be on during program hours only. You may leave a voicemail during non-program hours. Please call if your child will be absent.

### Days of Operation

Kids on Campus operates on school days. See attached calendar.

### Questions or Comments

If you would like to speak to someone regarding your child's experience at Kids on Campus, please call the CARD Office at the following:

**CARD Office: 895-4711**

**CARD Fax Number: 895-4721**

# Payments and Enrollment

CARD uses email as the main form of communication with families regarding enrollment, payments and general reminders. Please provide the CARD Office with the best email address to reach you.

Payments are due by the last day of the month prior to the month attending. If payment is received after the last day of the month, **the fee increases by \$20**. If payment has not been made by program time on the first of the month, your child may not attend until payment is made. If your child reports to the program without payment being made, he/she will sit out of activities until being picked up or the payment is received. **Your spot will be forfeited if payment is not received by the 4<sup>th</sup> of the month.**

Payment is accepted at the CARD office or your CARD online account. To access your CARD online account, visit [www.chicorec.com](http://www.chicorec.com) and click "Account Login." You will use the email address you provided during enrollment as your log in.

Payments are also accepted at the CARD office. A drop box is located in the parking lot of the CARD Office if payment cannot be made during regular business hours.

The Parent or Legal Guardian that has registered the child is solely responsible for payment of all fees and charges, regardless of custody arrangement. All payments must be made in full as partial payments are not accepted. Postdated checks will not be accepted. Contact the CARD office about payment questions prior to the payment due date.

**Enrollment is on a month to month basis.** There are three enrollment options: Monday through Friday, Monday/Wednesday/Friday and Tuesday/Thursday. A change in your enrollment option must be approved through the main office. If space is available, a change in your enrollment option may be made at the time of payment for the next month. **Days of attendance are not flexible and CARD does not prorate for days not attended.**

It is CARD's policy that any Parent or Legal Guardian of a child enrolled in the program shall have full access to CARD's file and account information for said child unless otherwise directed in writing by the Parent or Legal Guardian enrolling the child. If you wish to restrict access to your child's file, please request and complete the Directive to Restrict Access Form.

Only the Parent(s) or Legal Guardian(s) listed on the top of the Enrollment and/or Emergency form may request copies of their children's confidential information or records at a cost of \$2 per page.

## **Automatic Payment Plan**

To sign up for the Automatic Payment plan, please complete the attached **Automatic Payment Form** and return to the CARD office. By signing up for the automatic payment plan, your monthly tuition will be deducted from the credit card provided to the CARD office on the **5 days prior to the last day of the month.**

# Enrollment Options and Fees

Monthly fees for the 2018-19 school year are listed below. There will be no charge for the month of June 2019. To re-enroll for the 2019-20 school year, your children must be enrolled through May 2019 and re-enrollment paperwork with the August 2019 payment must be received by the CARD Office by May 31, 2019.

## After School Program Fees 2018-2019

	Aug 2018 Fees			Monthly Fees for Sept 2018- May 2019		
	M-F	MWF	T/Th	M-F	MWF	T/Th
All 1-5th Grade Programs	\$ 138	\$ 96	\$ 68	\$ 198	\$136	\$ 98
Kindergarten Programs at Blue Oak and Neal Dow	\$ 210	\$ 118	\$ 80	\$ 310	\$ 198	\$ 130
Kindergarten Programs at Emma Wilson, Hooker Oak, LCC, Marigold, Parkview, Rosedale, Shasta, and Sierra View	\$ 199	\$ 126	\$ 84	\$ 289	\$ 186	\$ 124
Transitional Kinder at Parkview	\$ 168	\$ 110	\$ 64	\$ 248	\$ 160	\$ 104

TAX ID #94-1156263

# Program Details

## **Emergency Forms**

Emergency forms are kept at the program sites. It is very important for you to update your child's emergency information whenever you change jobs, move, or need to add new people to the approved pick up list. Only the parents/legal guardians who are listed on the top of the emergency form have access to make changes to the form.

## **Clothing/Belongings**

Please label your child's belongings such as jackets and backpacks. All items left at the end of program time will be placed in the school's Lost and Found. CARD is not responsible for lost or stolen items. Children should not bring valuables to the program.

## **Health Policies**

If your child becomes ill at the program, you will be notified and must arrange to have your child picked up immediately. If your child is sent home during the school day due to an illness, they are not permitted to attend the after school program. Once your child is cleared to attend school, they are welcome to return to the program.

Please notify staff if your child has been exposed to any contagious disease or condition, for example chicken pox, lice, mumps, measles, etc., so we can notify other parents immediately.

## **Medication Policy**

Kids on Campus cannot store or dispense medication. If your child has a severe allergy that requires an Epi Pen for treatment, please notify the After School Program Recreation Coordinator at the CARD office for information on accommodations.

Children may bring their own sunscreen to the program, however Kids on Campus staff are not permitted to apply sunscreen on children.

## **Safe Schools**

Kids on Campus takes proactive measures to protect the safety of the children and staff members. In the case of a "Code Red" lockdown, parents may not pick up their child until the lockdown has ended. Staff will contact you once it is safe to pick up your child.

## **Photo/Video Release**

CARD reserves the right to photograph and video record activities and program participants for potential future use in advertising brochures, social media websites and CARD's web page. All photos and videos will remain the property of CARD.

## **Americans with Disabilities Act**

Pursuant to the Americans with Disabilities Act, the Chico Area Recreation and Park District will make reasonable efforts to accommodate persons with disabilities in the provision of District services, programs or activities. If your child requires special accommodation in order to participate in the program, please let us know when you register.

## **Code of Conduct**

To ensure the safety of all children and staff in our after school program, individuals are responsible for adhering to school rules and program policies whenever at the program. This includes use of appropriate language, a civil tone of voice, calm demeanor, respecting personal space, and maintaining professional boundaries. Any person who does not meet conduct expectations will be asked to leave the premises immediately and the participant may be removed from the program.

# Kinder Program Specifics

## Attendance

Kids on Campus staff will pick up children from their kindergarten classrooms each day. We are expecting your child to attend the program on days they are enrolled. In the case of an absence, **it is imperative you call the site cell phone** before the program begins to let staff know your child will not be attending the program that day. **The quick phone call from you saves a lot of time for us! When absences are notified in advance, staff are able to stay with children in the program instead of making phone calls.**



## Sign In/Out Procedures

Participants are signed in everyday by CARD staff and must be signed out with **signature and time** by an authorized individual listed on the emergency form. Kids on Campus does not allow phone-ins as an authorized release of a child. If the Parent or Legal Guardian cannot get written pick-up authorization to the after school staff for someone that is not on the child's emergency form, they may fax a note to the CARD office before 5:00 pm.

Pick-up time varies with enrollment option. A late fee of \$1.00 per minute is charged after the pick-up time. If your child is not picked up within 30 minutes from the pick-up time and no contact has been made with persons on the emergency form, Child Protective Services will be called.

## Change of Clothes

To attend the after school program, all children must be bathroom trained and have the ability to clean and change themselves in the case of a bathroom accident. To best serve your child, please provide our staff with an extra pair of clothing to keep in the program. If these clothes are needed during the year, please send a new change of clothing with your child to the program.

## Program Components

Each program will have a daily schedule posted at the site. Program components include: circle time, academic time, game and craft rotations, afternoon snack, quiet time and free play.

## Healthy Snack

Kids on Campus provides a healthy snack daily to all **full day** kindergarten participants. Due to storage limitations, snack will consist of the same item for all participants each day. If your child has any allergies, please make sure to let the site director know so we can provide your child with an alternate snack on those days.

# 1<sup>st</sup>-5<sup>th</sup> Grade Program Specifics

## Attendance

Your child is expected to be at the program each day they are enrolled unless otherwise arranged with program staff. Kids on Campus staff do not pick up children from their classrooms. It is the child's responsibility to come directly to the after school program each day and sign in with staff in the multi-purpose room. If your child does not sign in to the program within 20 minutes from the time school is dismissed, staff will contact parents on the emergency form to locate the child. In the case of an absence, **it is imperative you call the site cell phone** before school is released to let staff know your child will not be attending program that day. **The quick phone call from you saves a lot of time for us! When absences are notified in advance, staff are able to stay with children in the program instead of making phone calls.**

## Sign In/Out Procedures

Participants are signed in everyday by CARD staff and must be signed out with **signature and time** by an authorized individual listed on the emergency form. Kids on Campus does not allow phone-ins as an authorized release of a child. **A Parent or Legal Guardian must provide written permission to the after school staff for someone that is not on the child's emergency form to pick up their child.** If the Parent or Legal Guardian cannot get written pick up authorization to the after school staff for someone that is not on the child's emergency form, they may fax a note to the CARD office before 5:00pm. If fax is unavailable, please contact the site director for additional options.

Pick up time is by 6:00pm. A late fee of \$1.00 per minute is charged after 6:00pm. If your child is not picked up by 6:30pm and no contact has been made with persons on the emergency form, Child Protective Services will be called.

## Program Components

Each program will have a daily schedule posted at the site. Program components include: snack, academic time, activity rotations and free play.

## Academic Time

A 30 minute period will be set aside every day for assigned homework or reading and is mandatory for all students to participate in this quiet, educational time of the day. The staff will help keep children on task and will answer homework related questions but ultimately it is the student's responsibility to complete their homework.

At Citrus, Chapman, McManus, Neal Dow, Parkview and Rosedale, academic time is 60 minutes.



## Healthy Snack

Kids on Campus provides a healthy snack daily and the menu will be posted in the parent area of the program. Due to storage limitations, snack will consist of the same item for all participants each day.

# Behavior Management

This is the behavior management system the after school program staff will use when addressing behaviors with the children. While this is the general plan we will follow, each situation is unique and may require a different sequence than the one listed below. The staff will use their best judgment when deciding what level of discipline is most appropriate for the circumstances.



## Basic Expectations for Participants

- Be Safe (includes keeping hands, feet and all objects to self)
- Be Respectful (includes listening to leaders and following directions)
- Be Responsible (includes coming directly to the program after school)

**Tags:** Each child will have a pocket on a board with their name written on it. This is where they will put the following colored tags based on their behavior for the day.

**Green Tag:** Each day when the child checks in, they will put a green tag into their behavior pocket. The green tag symbolizes positive behavior.

**Yellow Tag:** If a participant is displaying inappropriate behavior, the staff may give a verbal warning or “reset.” If the behavior is not corrected, the child will receive a yellow tag. If a child receives two yellow tags in the semester, the third yellow tag will be accompanied by a red tag. Subsequent yellow tags will repeat this process.

**Red Tag & Think About It:** Red tags can be given to children under two separate circumstances: child displays a severe behavior or the child receives 3 yellow tags within the semester. Any time a red tag is given, the child will complete a “Think About It.” The purpose of this form is for the child to reflect on why their behavior was inappropriate and ways to improve their behavior. Depending on the severity of the situation, the child may be removed from activities for the remainder of the day. When a “Think About It” is filled out, the leader and child will review it with the parent.

**Behavior Contract:** If the child receives three red tags in the school year, staff may choose to suspend the child from the program and schedule a behavior contract meeting. Staff may also choose to put a child on a behavior contract for extreme situations including but not limited to running away from the program or reoccurring bathroom accidents. At this meeting attended by the parent, child, Director and Recreation Coordinator, a contract will be created detailing behavior expectations for the child to remain in the program. If the contract is broken, the child will be removed from the program for the remainder of the school year.

## **Expulsion Policy:**

Kids on Campus is committed to being a safe and enjoyable place. In order to protect all participants, Kids on Campus will not tolerate participants causing or threatening physical injury to another person, bringing weapons or illegal contraband to the program. Any of these actions or other actions deemed dangerous, illegal or harmful will result in immediate expulsion from the program.



# Camps

The following camps are offered on days children do not have school. More camps are available online. Registration for camps is separate from Kids on Campus and is on a first come first served basis. To register, visit our website at [www.chicorec.com](http://www.chicorec.com) or come into the CARD office.

## Loungin' with CARD

Does your child have the day off from school but you still have to work? Have no fear, Loungin' with CARD is here! Have your child spend their day off at this exciting one day camp. In addition to having time to lounge with friends, each day will have an assigned theme and include activities such as playing indoor and outdoor games, making cool crafts, teambuilding opportunities, fun with science, and cooking healthy snacks.

Loungin' with CARD is for children in grades K-5<sup>th</sup>. Program site is Pleasant Valley Recreation Center, 2320 North Avenue (next to Bidwell Jr. High).

Hours are 7:30am-6:00pm and the fee is \$45 per a day.

<u>Day</u>	<u>Date</u>	<u>Time</u>
F	11/9/18	7:30am-6:00pm
M	11/12/18	7:30am-6:00pm
F	2/15/19	7:30am-6:00pm
M	2/18/19	7:30am-6:00pm
F	4/19/19	7:30am-6:00pm
M	4/22/19	7:30am-6:00pm

**Wintertime Delight** is offered during the Winter Break (Dec 21, 26-28, Jan 2-4).

Camp is held at the Pleasant Valley Recreation Center, 2320 North Avenue.

Hours are 7:30am-6:00pm and the fee is \$45 per a day.

**Springtime Delight** is offered during the Spring Break (March 18-22).

Camp is held at the Pleasant Valley Recreation Center, 2320 North Avenue.

Hours are 7:30am-6:00pm and the fee is \$45 per a day.

