



Parent Handbook

Effective 5/30/17



Parks and Recreation Department
Cosumnes Community Services District
9014 Bruceville Road ▪ Elk Grove, CA ▪ 95758

"Parks and Recreation Make Lives Better!"

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*Contents subject to change

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Kid Central and The Grove Teen Center Programs	
Site Locations & Phone Numbers	
Arthur Butler Elementary (916) 869-3091 Multipurpose Room/Classrooms (Kid Central After School Only)	Florence Markofer Elementary (916) 869-3088 Classroom (Kid Central Before & After School)
John Ehrhardt Elementary (916) 869-3096 Multipurpose Room (Kid Central After School Only)	Joseph Sims Elementary (916) 869-3094 Classroom (Kid Central After School Only)
Elk Grove Elementary (916) 869-3089 Classroom (Kid Central After School Only)	Stone Lake Elementary (916) 869-3086 Johnson Park Recreation Center (behind Stone Lake campus) 3570 Marsh Point Drive, 95758 (Kid Central Before & After School)
Ellen Feickert Elementary (916) 869-3090 Classroom (Kid Central After School Only)	
The Grove Teen Center (916) 405-5622 9014 Bruceville Road, Elk Grove CA 95758 (Located in the Wackford Community and Aquatic Complex) (After School and Summer Camp)	
Youth Center (916) 869-3095 (cell) 9922 Elk Grove-Florin Road, Elk Grove, CA 95624 (Located in Elk Grove Regional Park) (Kid Central Off Track Day Camp & Summer Camp)	

Questions or comments and if you have already spoken to your site staff, please contact:

- Recreation Coordinators: **Timory Moritz - (916) 405-5364**
Clyde Udasco - (916) 405-5377
- Recreation Supervisor: **Michelle Vargas - (916) 405-5319**
- Recreation Manager: **Jonnie Siemens - (916) 405-5317**

posting may not be feasible, but a warning sign will be posted immediately upon application.

Further information is available from the California Department of Pesticide Regulation: www.cdpr.ca.gov.

At this time, the Cosumnes CSD Parks Operations Division is planning to use the following pesticides: Round-up Pro (Glyphosate), Speedzone (Carfentrazone-ethyl, 2,4-D, 2-ethylhexyl ester, Mecoprop-p acid, Dicamba acid), Surflan (Oryzalin).

POLICY CHANGES

The Parent Handbook is designed to promote an understanding of the Kid Central and The Grove Teen Center programs offered by the CSD, and to foster a spirit of cooperation between staff and families. While the handbook describes the programs, policies and procedures, there may be times where the CSD has to change the policies, procedures or programs with little or no notice. The CSD reserves the right in its sole discretion, to modify or change the policies, procedures or programs, in whole or in part, at any time. Nothing contained in the Parent Handbook shall be construed as a contract between the Kid Central and The Grove Teen Center programs and any one or all of its customers or participants.

Contact Information

The following information is provided so that you may contact your participant's Site Staff. **Please call your participant's site directly to relay information about your participant.** Please see the specific site and/or staff numbers below.



Welcome to CSD Youth Development!

We hope that your participation in our program will be a rewarding experience for you and your participant. We feel strongly that open communication between parents/guardians and staff is essential to fully meeting the needs of your participant.

This handbook is intended to promote an understanding of our program and its policies; as well as foster cooperation amongst our Kid Central and The Grove Teen Center families and staff. We hope to create mutual respect between parents/guardians and staff, building a partnership for the benefit of your participant.

Mission

- ◆ At Kid Central and The Grove Teen Center our mission is to enrich the lives of school-aged participants through meaningful recreational experiences.

Philosophy

- ◆ Kid Central and The Grove Teen Center is committed to providing a fun, safe, age-appropriate recreation enrichment program which encourages social development; provides diverse experiences; promotes health and wellness; and responds to the needs of families, schools and the community.

Core Values

- ◆ Quality Relationships
- ◆ Safe Environment
- ◆ Healthy Choices
- ◆ Fun!

About Kid Central and The Grove Teen Center

Kid Central is a recreation enrichment program for participants currently enrolled in grades K-6. Participants join in recreational activities such as arts, crafts, sports, games, science, and cooking. Kid Central strives to maintain a **ratio of 1 staff to every 14 participants**.

The Grove Teen Center is Elk Grove's largest teen recreational facility, offering unmatched leisure amenities for participants enrolled in grades 7-12. This 2,100-square foot teen center offers a safe location for meeting and making friends as well as the opportunity to participate in fun programmed activities. The Grove comes equipped with three large flat screen televisions with a Wii, PlayStation, Xbox, pool table, foosball table, a ping pong table, **brand new** computers to help with homework research, a snack bar as well as a large outdoor patio with basketball hoop.

Before & After School (Kid Central)

- ◆ Offers fun and rewarding recreation activities and time for homework support. Located on or near elementary school campuses.

After School (The Grove Teen Center)

- ◆ Offers fun and rewarding recreation activities and time for homework support. Located on or near elementary school campuses.

Off Track Camp (Kid Central)

- ◆ Day camp recreation program for participants who are off-track or on traditional breaks from school.

Summer Camp (Kid Central and The Grove Teen Center)

- ◆ Offered during the summer break months, this outdoor day camp includes swimming and optional field trips.

We would like to remind parents that because we are a recreation program, all activities are structured for group participation. We encourage your participant's involvement in this social setting.

- Please Note: Kid Central and The Grove Teen Center is **not** a licensed participant care program.

calendar year from the original date of expulsion. CSD adheres to school rules and regulations. If your participant is suspended or expelled from school, they will be from the CSD program as well.

If a participant is suspended or expelled from a program, your participant may be sent home during program hours and you may be called to pick up your participant from the site within 60 minutes. **After 60 minutes, you will be charged \$1 per minute until your participant is picked up.**

Tax Receipts

Please Note: Receipts will be issued at the time of registration. Due to the large number of participants in our program, receipts cannot be re-printed. **For tax purposes, the Cosumnes CSD Tax ID is 68-0423149.** It is the parent's responsibility to retain payment records for tax purposes. Yearly payment records are not provided.

Healthy Schools Act: Pesticide Use

The Cosumnes CSD Parks Operations Division will provide parents the names of all pesticides expected to be applied at school facilities located within parks this school year. The school facilities located within parks where pesticides may be applied are: **Johnson Recreation Center and the Youth Center.** That identification includes the name and active ingredients. Only fully certified pesticides can be used.

Signs and maps are posted at the school sites, describing the pesticides to be used, the location within the park where the application will be made, and the active ingredients contained in the pesticide, at least 24 hours prior to the application and such sign will remain posted at least 72 hours after the application. If you also prefer to be notified by e-mail at least 72 hours prior to the application during this current school year, please call the Park Maintenance Hotline at (916) 405-5688 and request to be contacted regarding school site pesticide application notification. In the event of an emergency condition, advance notification and prior sign

participant's behavior. Refusal to sign the Behavior Report by the parent/guardian or participant will result in the participant's immediate dismissal from all programs with no refund available.

2. **Upon receipt of your participant's 2nd Behavior Report, the parent/guardian must attend a parent/guardian conference** with the Recreation Coordinator and/or Recreation Supervisor to determine a behavior action plan for the participant. The participant should not be present at this conference. The participant may be suspended for the following scheduled day or more, and may not return to program until a parent/guardian conference occurs. Refunds will not be available. Refusal by a parent/guardian to participate in a conference will result in the participant's permanent expulsion from all programs.
3. Upon receipt of the participant's 3rd Behavior Report, the participant will be suspended from program for a minimum of the following scheduled attendance day up to one full week. Refunds will not be available.
4. **Upon receipt of the participant's 4th Behavior Report, during a twelve-month period**, the participant will be expelled from all programs for one full calendar year.
5. After one year has passed, the parent/guardian may schedule an appointment with the Recreation Supervisor to evaluate re-admittance of the participant.

Kid Central and The Grove Teen Center programs are committed to being a safe and enjoyable place for all participants. CSD reserves the right to drop a participant from the program at any time for the following reasons:

1. Non-cooperation by the participant or by the parent/guardian.
2. Physical or verbal abuse of another participant or leader by a participant or parent/guardian.
3. Bringing any weapon or threatening item to program.

***CSD reserves the right to suspend or expel a participant at any time. Expulsion from the program will continue for a minimum of one full**

Minimum Abilities Required for Participation:

In order to properly maintain a safe and healthy environment for all participants attending Kid Central and The Grove, participants must maintain the following minimum standards:

1. Ability to understand and follow basic directions and rules for the program in order for staff to maintain proper supervision.
2. Ability to maintain basic self-control to ensure the safety of themselves and others in the program.
3. Ability to handle own personal hygiene/toileting needs.

Hours of Operation

- ◆ Kid Central Before & After School hours of operation are based on the start and dismissal times for grades 1-6 of the specific school site.
 - The Before School program begins at 7:00am and ends when the 1st-6th graders start school.
 - The After School program opens in the afternoon when the 1st-6th graders are dismissed from school and ends at 6:00pm.
 - **On minimum school days and early dismissal days, the After School program opens in the afternoon when the 1st-6th graders are dismissed** from school and ends at 6:00pm.
 - The program does not stay open later in the morning or open earlier in the afternoon for kindergartners or other students. *(Please see page 15 for more info)*
 - The program is closed on all non-student days.
- ◆ Kid Central Off Track Camp & Summer Camp hours of operation are from 7:00am to 6:00pm. Camp operates daily, Monday through Friday.
- ◆ The Grove After School Program hours of operation are based on dismissal times for grades 7-12 of the traditional school year calendar.

- The After School program operates Monday through Thursday, excluding holidays and staff in-service days, from 3:00pm to 6:00pm and Fridays from 2:00pm – 6:00pm.
- On minimum days and early dismissal days, the After School program opens in the afternoon when participants are dismissed from school.
- The program ends promptly at 6:00pm.
- The Summer Camp program runs Monday through Friday from 8:00am – 6:00pm with an early drop off option of 7:00am – 8:00am for an additional fee.
- ◆ The After School Program and Summer Camp operate in The Grove Teen Center located inside the Wackford Community and Aquatic Complex located at 9014 Bruceville Road, Elk Grove, CA, 95758.
- ◆ Please note observed holidays and closure dates below:
 - New Year’s Day
 - Martin Luther King Jr. Day
 - President’s Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veteran’s Day (Observed Nov. 10, 2017)
 - Thanksgiving
 - The Day After Thanksgiving
 - Christmas Eve (Observed Dec. 25, 2017)
 - Christmas Day (Observed Dec. 26, 2017)
 - New Year’s Eve (Observed Dec. 29, 2017)



**** Staff In-Service Days****



Staff In-Service Days: All Kid Central and The Grove Teen Center programs will be **CLOSED** on the following dates for staff in-service days:

September 1, 2017

December 21, 2017

February 12, 2018

May 23 – 25, 2018

** Dates are subject to change*

stealing, vandalism, and refusal to follow program instructions or rules.

Staff exercises the following positive discipline guidelines, which are posted at every program site.

Staff Always:

- Provide a variety of choices and activities
- Focus on and praise positive behavior
- Use positive language
- Make rules and expectations clear
- Use discussion, redirection, & “breaks as a means of positive discipline
- Use eye contact when speaking to the participant and get down to the participant’s level (if necessary)
- Use words the participants will understand
- Are consistent about expectations
- Model acceptable and appropriate behavior
- Encourage participants to make positive choices
- Respect each participant and their feelings
- Work to involve the parent/guardian

Staff Never:

- Yell or raise their voice to discipline a participant, unless the participant is in immediate danger
- Shame or humiliate a participant
- Discount a participant’s feelings
- Compare participants

Staff Use Sparingly:

- “No” or negative terms as little as possible
- Behavior Reports

Behavior Report Guidelines:

1. When a staff member fills out a Behavior Report, you and your participant will be notified of the situation and asked to sign the Behavior Report signifying that you are aware of your

Center programs with respect, and abide by all rules and direction from the staff.

Kid Central and The Grove are committed to being a safe and enjoyable place for all participants. CSD reserves the right to drop a participant from the program at any time for the following reasons:

1. Non-cooperation by the participant or by the parent/guardian.
2. Physical or verbal abuse of another participant or leader by a participant or parent/guardian.
3. Bringing any weapon or threatening item to the program.

The Cosumnes CSD Parks and Recreation Department reserves the right to refuse service to anyone for failure to abide by these standards.

GENERAL PROGRAM RULES FOR PARTICIPANTS:

- Respect and follow the directions of all staff.
- Be polite and use appropriate language.
- Keep your hands, feet and other objects to yourself and treat everyone with respect and dignity.
- Play fair, be honest, and take turns.
- Participants must remain in the designated areas visible to the staff at all times.
- Follow all school or park rules.

Positive Discipline Policy and Guidelines

Kid Central and The Grove Teen Center uses discussion, redirection, and “breaks” as means of positive discipline for inappropriate behaviors. If a behavior escalates, continues, or is beyond using these methods, a Behavior Report will be used to document the incident and inform the parent/guardian of the behavior. In addition, certain behaviors warrant an automatic issue of a Behavior Report: acting out physically, the use of profanity or derogatory remarks,

Registration Information

Initial registration must be completed **in person**, at least one business day in advance of attendance, at one of the following locations:

Registration & Payment Locations
Wackford Community & Aquatic Complex 9014 Bruceville Road Elk Grove, CA 95758 Phone: 405-5600 Hours: Mon-Sun 8a-8p <i>(subject to change)</i>
CSD Parks & Recreation Admin. Building 9355 E. Stockton Blvd. Suite 185 Elk Grove, CA 95624 Phone: 405-5300 Hours: Mon-Fri 8a-5p <i>(subject to change)</i>
<i>Payments are NOT accepted at Program Sites</i>

Emergency Form & Registration Contract:

Parents/Guardians must complete an Emergency Information Form and Registration Contract for each participant, prior to the first session that the participant will attend the program. Registration forms contain extremely important information and must be updated annually. **You must update your participant’s emergency information whenever you change jobs, phone numbers, or have a change of address and must complete and submit a new Emergency Information Form with the updated information.**

Your signature on the registration forms acknowledges that you understand the terms set forth in this Parent Handbook. It also acknowledges that the CSD reserves the right to photograph facilities, activities, and program participants for potential future use for publicity or promotion purposes. Emergency Forms and

Registration Contracts **expire each year on June 30**. Forms will be made available in May of each year for parents to complete. Separate forms must be completed for each participant enrolled in the program.

Registration Options & Rates

KID CENTRAL:

Parents/Guardians may choose specific days that their participant will attend the Before/After School and Off-Track programs. Your participant may only attend on the day(s) for which they are registered. If a date change is needed, please note that registered days are only transferable if notice is given one day in advance. **Refunds and credits will not be issued** for any unused registration days.

Please note: The Daily Rate option is NOT available for Summer Camp.

Drop-In Cards (Before and After School Program ONLY)

- **Drop-in cards must be purchased in person** at any of our registration locations and must be delivered to the participant’s site by the parent/guardian or participant. Parents/Guardians have full responsibility for making sure **drop-in cards arrive at the site at least 1 business day prior to their participant’s attendance.**
- By definition, since your participant will “drop-in” at Kid Central, staff will not know when to expect a participant on specific days. Therefore, it is the parent/guardian’s responsibility to ensure that their participant attends the KC program. For that reason, **it is highly recommended that parents/guardians call the Kid Central site to inform staff of their participant’s expected attendance.**
- Use of a drop-in card **does not guarantee a space for your participant in the program.** Drop-in cards will not be accepted at sites that are at full enrollment capacity.
- **If your participant attends any portion of 30 minutes,** a FULL 30 minutes will be punched on the card. **There is no grace period.** For example: if your participant attends for 35 minutes, two 30 minute holes will be punched on the card.
- Siblings may share one card, but increments of time are punched **per participant,** per every 30 minutes or portion thereof.

- Participants may bring money for the pool snack bar, but are limited to purchasing one item daily, during their designated swim time. Participants are responsible for their money. **Staff cannot return to the Youth Center or The Grove Teen Center if participants forget to bring their money to the pool.**
- Failure to follow pool rules will result in loss of swimming privileges.

What to bring to Programs:	
Kid Central Before School <ul style="list-style-type: none"> • backpack for school • <i>optional,</i> breakfast snack 	Summer Camp (Kid Central and Teens) <ul style="list-style-type: none"> • swimsuit • closed-toe shoes (Flip flops or sandals are allowed for POOL TIME ONLY) • towel • sun block • healthy, ready-to-eat lunch* • healthy beverage(s) • water bottle(s) • backpack that can be easily toted throughout the day <small>*Participants at Kid Central sites do not have access to a microwave, fridge, or stove</small>
After School (Kid Central/Teens) <ul style="list-style-type: none"> • a healthy snack & beverage • backpack • homework assignments 	
Kid Central Off Track Camp <ul style="list-style-type: none"> • healthy ready-to-eat lunch* • beverage/water bottle(s) 	
<small>*Lunch is NOT provided by programs.</small>	

Standards of Behavior

Please review the following with your participant. For the enjoyment and safety of everyone, the Cosumnes CSD Parks and Recreation Department expects all participants to treat the people and facilities associated with the Kid Central and The Grove Teen

choose, you may also send additional snacks for your participant. The Grove Teen Center snack bar will be open for Summer Camp.

Lunch

Please send a healthy, **ready-to-eat** lunch and beverage(s) for your participant. For Kid Central Summer Camp, please remember that participants will **not** have access to a refrigerator, microwave or stove. Please send food that requires no preparation.

Please note: Lunch is not provided at any Kid Central program.

Summer Camp Field Trips

During the summer, Kid Central and The Grove Teen Center Summer Camps offer optional **weekly field trips** that require an additional fee and separate registration. ****Field trip registration must be made by end of business day prior to the trip** and will **NOT** be accepted the day of the scheduled trip. SPACE IS LIMITED. Early registration is recommended. A permission slip must be signed by the parent/guardian and will include additional information about the field trip. **Please read the permission slip carefully to make sure you are aware of any special items your participant will need for this day.** Field trip registration/payment is not accepted at any program site. Registration for field trips may be completed at the Cosumnes CSD Parks and Recreation Administration Office and the Wackford Community and Aquatic Complex (*addresses listed on page 7.*)

Swimming (Summer Camps ONLY)

- **Please send your participant to camp wearing their swimsuit underneath their clothing.**
- Swimming is optional; however, ALL Kid Central camp participants will go to the Jerry Fox Swim Center pool daily to either swim or participate in outdoor activities. The Grove Teen Center camp participants will go to the Wackford Aquatic Center pool daily if desired or they have the option of staying inside the Teen Center if they do not want to swim.
- **Life jackets and floatation devices of any kind are NOT ALLOWED to be worn by participants at any time.**

- If your participant attends the program for more time than what is available on his/her drop-in card, the parent/guardian will be billed at the daily rate, per participant.
- **Drop-in cards are only for use at the Before School and After School program and are NOT accepted at Off-Track Camp or Summer Camp.**

Drop-in cards expire on the last day of the school year in which they are purchased. Cards with unused hours will not be returned to parents/guardians at the end of the school year, nor will unused hours be credited nor refunded.

Please note: The Before/After School daily and weekly options may be registered online at www.yourcsd.com. Online registration is **NOT** available for drop-in cards.

Additional Pick-Up Person(s) Form

If you would like to add someone to the existing pick-up person list on your participant's emergency form once submitted, you may complete and submit an **"Additional Pick Up Person(s) Form."** Forms are available at each Kid Central site. A form MUST be completed for each individual participant.

Please note: Kid Central is not responsible if parent/guardian fails to complete a form for each participant.

Registration Payment

Payment is due at the time of registration. Same day registration is available for an additional \$5.00 charge. Same day registration **MUST** be done by 11am, no exceptions. If your participant is not registered and you attempt to have your participant attend the program, your participant will not be accepted at the site. No credits, transfers, or refunds will be processed for unused days or weeks.

Please note: Kid Central does reach maximum capacity at times. If the program is full when you try to register, you may put your participant on the waiting list.



If your participant arrives at Kid Central & payment has not been made or the proper registration paperwork has not been completed, Kid Central cannot assume legal responsibility for your participant, and the proper legal authorities (Child Protective Services or local police) may be contacted to take custody of your participant.

Additional Fees for all Kid Central Programs

- A **Late Pick-up Fee** of \$1.00 per participant, per minute, will be charged for participants who are still at the program site after 6:00pm. There are no exceptions to this policy. Please be prompt in picking up your participant. All sites close at 6:00pm sharp. **Your participant will be dropped from the Kid Central program upon the 4th late pick up** (regardless of whether different individuals pick up the participant) during the period of July 1 to June 30, annually. No Exceptions. Participant not picked up by 7:00pm will be turned over to Child Protective Services or local police.
- A **Returned Check Fee** of \$25.00 per returned item will be charged if your check is returned. If two (2) checks are returned, we will discontinue the acceptance of checks as a form of payment and all payments must be made by cash, money order, cashier's check or credit card.



Note: Program rates are subject to change at anytime. Parents will be notified 30 days prior to the scheduled date of a rate change.

parent/guardian will have to pick the participant up from program within 60 minutes of the call. The participant will lose privileges for using video games, computers, and personal electronics (cell phone, tablet, music player, etc.).

Fifth Time: The parent/guardian will receive a phone call from staff and will be required to pick up the participant from program within 60 minutes of the call. The participant will lose privileges to attend The Grove Teen Center for the next consecutive two full program days, and will lose privileges for using video games, computers and personal electronics (cell phone, tablet, music player, etc.) upon their return to The Grove Teen Center.

Please note: For every 10 consecutive days the participant brings their ID card, they may earn a step back on the ID policy warning system. For example, if a participant has received his/her fourth warning, and brings their ID for 10 consecutive days, they will move back to the third warning on the system.

The participant will also be required to sign the sign in sheet with arrival time and sign the sign out sheet with departure time each day.

Friday night events offer fun, quarterly events for teens. "Late Nights" take place from 6:00pm-9:00pm on designated Fridays. These events are free to all After School program members. Previous events have included game nights, movie nights, and cooking competitions. Some events may include refreshments, and some may not. Be sure to review each event flier for information. The snack bar is open during late night events so teens can purchase snacks.

INFORMATION FOR OFF TRACK CAMP & SUMMER CAMPS

Snacks

A small, healthy snack is provided each morning and afternoon at Kid Central Off Track Camp and Summer Camp. A snack menu is posted on the parent board. If your participant does not like what is on the menu or is allergic to an item, please send a **ready-to-eat** snack for your participant. **Kid Central will not offer alternative snacks.** If you

5. Do their part to keep The Grove Teen Center clean

All teen programs have a zero tolerance policy for any type of physical violence, harassment, drug or alcohol use.

The Grove Teen Center offers a snack bar which includes a variety of affordable snacks for sale that your teen participant can purchase during designated times while at programs at The Grove Teen Center. Examples of snacks available are hot pockets, corn dogs, Gatorade, ice cream bars, chips and fruit snacks. Water is available free of charge. The snack bar does not accept bills larger than \$5.

Membership ID Policy (The Grove Teen Center ONLY)

Each participant at The Grove Teen Center will be issued an identification card, and must present this card to sign in and out of program each day. The participant is responsible for keeping the card safe and bringing it to the program. If the participant loses or damages their card, the parent/guardian will be responsible for purchasing a replacement card.

<i>If the participant forgets or loses their membership card, a warning system is in place, as follows:</i>
<u>First Time:</u> <i>Verbal Warning.</i> The participant will lose privileges for using video games and computers.
<u>Second Time:</u> <i>Written Warning.</i> The participant will lose privileges for using video games, computers and personal electronics (cell phone, tablet, music player, etc.).
<u>Third Time:</u> <i>Written Warning.</i> The parent/guardian will receive a phone call from staff to discuss the importance of the membership card policy. The participant will lose privileges for using video games, computers, and personal electronics (cell phone, tablet, music player, etc.).
<u>Fourth Time:</u> The parent/guardian will receive a phone call from staff to discuss the importance of the membership card policy and to inform the parent/guardian that if the participant arrives without their membership card again, the

THE GROVE TEEN CENTER:

After School Program

- Teen Taxi: Free with The Grove Teen Center Membership (if space is available; registration and payment for The Grove Teen Center school year must be made prior to Teen Taxi registration)
 - A transportation waiver must be signed by a parent/guardian at the time of registration.

Summer Camp

- Full Day and Half Day options available.
- Please note:* Field trips are included for Full Day registrants. Half Day registrants may attend for an additional fee. The Grove is closed on field trip days.

Refunds

No credits, transfers, or refunds are issued for any unused portion of the program. **If you wish to receive a credit for a change/correction to your registration, you must contact us 1 business day in advance** of the scheduled day of attendance for which you are requesting a credit. Your request will not be granted if it is received less than 1 business day in advance.

*Please note: Upon request, **illness refunds** will be granted - for the daily rate option only - when your participant has missed 3 consecutive weekdays of scheduled attendance due to illness; AND verification of illness has been provided by the participant's physician. There will be no refunds for less than 3 days missed, or when using the full monthly session rate option.*

Field Trips

Field Trips are optional and require an additional fee and separate registration. Field trip registration and payment must be made prior to the date of the field trip and will **NOT** be accepted the day of a scheduled trip. Please refer to pages 20 and 21 for more information regarding field trips.

Policies & Guidelines

GENERAL INFO FOR ALL PROGRAMS:

During Sign In/Out, please have your cell phone & electronic devices off. No Bluetooth, earphones, text messaging, or otherwise.

Minimum Abilities Required to Participate

In order to properly maintain a safe and healthy environment for all participants, Kid Central and The Grove Teen Center require all participants must maintain the following minimum standards:

1. Ability to understand and follow basic directions and rules for the program in order for staff to maintain proper supervision.
2. Ability to maintain basic self-control to ensure the safety of themselves and others in the program.
3. Ability to handle own personal hygiene and toileting needs.

Sign In/Out Procedures

- At the **Kid Central Before School** program, participant must be walked into the program site and signed in by an adult each day. Staff will sign participant out of the Before School program when they leave for school.
- At the **Kid Central After School** program, staff will sign participant in upon their arrival at the site, and an approved adult is required to walk into the site and sign participant out when they leave the program.
 - Participants in grades 1-6 are responsible for walking themselves to/from the classroom to the program. Participants are expected to arrive to the program or meet staff no later than 10 minutes After School release time. *(Please see page 15 for information about Kindergartners.)*
 - Participants are not signed in to the program until they arrive at the program. Staff is not responsible

Please note: It is our policy that participants get a jump start on their homework and complete the majority of the work at home and/or with a parent.

Walking Field Trips

During the school year, Kid Central and The Grove Teen Center may take occasional walking field trips to a nearby location. Trips may require an extra fee. Parents/guardians must sign a field trip permission slip. See page 12 for Field Trip payment information.

FOR KID CENTRAL ONLY:

Extracurricular – Late Arrival Form

If your participant has an extracurricular activity, or will be arriving late to the program you must **complete and submit the Extracurricular – Late Arrival Form**, which is available at each site. Please notify staff in advance. Forms will be kept on file and utilized until your request for removal.

Kindergartners

Kid Central Before/After School Program gladly welcomes AM Kindergartners in the Before School program, and PM Kindergartners in the After School program. However, we are not open until 1st through 6th graders are released at school dismissal time. Kid Central staff will escort kindergartners to and/or from their classrooms to the program. **Meet with Kid Central site staff PRIOR to your participant's first day of attendance to inform them of your participant's classroom number.**

FOR THE GROVE TEEN CENTER ONLY:

Code of Conduct

Participants in The Grove Teen Center program must:

1. Abide by all policies set forth by CSD programs
2. Not engage in any violent physical contact with another participant
3. Be respectful and considerate to staff and other participants
4. Keep language and gestures respectful and appropriate

- may contain peanuts and/or tree nuts
- made in a facility that processes peanuts and/or tree nuts
- made on shared equipment that also process peanuts and/or tree nuts

Attendance at Kid Central Sites

Due to State of California laws that govern us as a license-exempt recreation program, Participant may not attend the same program location while off-track as when they are in school.

INFORMATION FOR BEFORE/AFTER SCHOOL PROGRAMS:

Snack

Participants in the After School programs need to bring a healthy **ready-to-eat** snack each day while at Kid Central. Other than occasional cooking projects, **snacks are not provided at Kid Central Before & After School programs.** Participants are not allowed to share snacks. Before School participants may bring an optional **ready-to-eat** breakfast snack.

Please note: Participants at Kid Central programs do not have access to a microwave, fridge, or stove.

Homework

Because we are a recreation program, staff for Kid Central and The Grove Teen Center plans a variety of activities daily. Please note that **homework time is limited to a minimum of 30 minutes and a maximum of 60 minutes per day.**



At the end of scheduled homework time, participants will be asked to put their homework away and join the group activities. The staff is not responsible for homework completion or accuracy; staff does not guarantee that homework will be complete by the time the participant is picked up or sign out from the program. The Grove Teen Center has brand new computers to assist participants with homework time.

for participants until they are signed in to the program.

- At **Kid Central Off Track Camp & Summer Camp programs** all participants must be walked into the site by an adult each morning to be signed in and an authorized adult must come into the site in the afternoon to pick up and sign out the participant. It is the parent/guardian's responsibility to make sure your participant is signed in on the correct day.

If someone who is not listed on the Emergency Information Form will pick up your participant, you must notify the staff with a written note, including your signature, at least one day in advance.

At any time, an adult does not sign a participant in and/or out of the program as required, the participant can be dropped from the program. When signing your participant in and/or out on the sign-in/out sheet, please be sure you document the correct time of drop off or pick up; if not, staff will correct the time for you.

- At **The Grove Teen Center After School** program, your participant will be issued a Teen Center ID card when registering. When your participant arrives at program, they must give their ID card to a staff member who will scan them in or the day. When they leave for the day, a staff member will scan their card and return it to the participant to take home. It is mandatory for every participant to bring their ID card each day they come to The Grove Teen Center.

Please note: Once your participant is signed out by an adult (Kid Central) or scans themselves out for the day (The Grove Teen Center), they will not be able to reenter the program until the following day.

Appropriate Attire

The Kid Central program requires all participants to have on comfortable clothing and closed-toe shoes. **Flip flops and sandals are not permitted.** Please be aware that even though precautions are taken, some activities may result in stains on clothing. To help make sure jackets and backpacks get to the right home, please label all items brought to Kid Central, with your participant's first and last

name. **After School Participants:** If you wish, you may send a change of play clothes for your participant to wear at the program.

The Grove Teen Center requires all participants to wear clothing that is of a respectable manner. The Grove has a very strict policy: Clothing with large holes in them, skirts, pants or shorts that are shorter than mid-thigh, low cut tops, sagging pants and clothing displaying any sort of inappropriate material are not allowed. Participants wearing inappropriate attire may be sent home from the program. Staff reserves the right to deem attire inappropriate at any time.

Valuables

Kid Central participants are not allowed to bring toys, games, trading cards, shoes with wheels or other valuables including electronics (i.e. smartphones, tablets, PSPs, DSi's, iPods, and any other electronic item or toy) to Kid Central.

The Grove Teen Center participants are allowed electronic devices at program such as iPods, iPads, cell phones, etc. **with the understanding that participants are bringing them at their own risk.** However, it is recommended these items be left at home. Staff reserves the right to remove electronics privileges from participants at any time. This includes staff confiscating electronics for the remainder of the day or directs the participant to put them away for the remainder of the day. If use of electronics becomes a problem while a participant is at program, the participant may not be allowed to use them while at The Grove Teen Center.

Please note: Cosumnes Community Services District is not responsible for lost or stolen items.

Health Policies



Participants who are ill or who have a contagious disease or condition, (i.e. pink eye, chicken pox) are not allowed at Kid Central or The Grove Teen Center. Both programs are very active programs. **If participants are too ill to participate in the full program, they need to be kept at home.** If your participant

becomes ill while at program, you will be notified and must arrange to have your participant picked up within 60 minutes of being notified. **Please notify the Program Site Staff if your participant has been exposed to any contagious disease or condition** (mumps, measles, chicken pox, lice, pink eye, etc.), so we can notify other parents immediately. This information will be confidential and no names will be shared.

Medication Policy

No medication (prescription or non-prescription) will be administered to any participant without the appropriate form being completed and on file with Cosumnes CSD. If necessary, please complete and submit the **Administration of Medication by Cosumnes CSD Personnel** form. **This form must be completed by the parent/guardian and physician** and is available at one of the Cosumnes CSD Parks and Recreation Administration Office and the Wackford Community and Aquatic Complex (*addresses listed on page 7*), and on site (see Site Staff). Parents/Guardians are responsible for submitting the completed form and providing medication directly to staff. Medication must be submitted in its original container and clearly labeled with the participant's name on it. This form must be updated every school year and whenever any changes are made in the treatment plan. **It is the parent/guardian's responsibility for updating medication before it expires to ensure staff has the proper medication to administer. The form MUST be completed and turned in one business day prior to the participant attending a Kid Central site or The Grove Teen Center.**

Allergy Awareness

Children with severe peanut and/or tree nut allergies may be at risk for exposure to allergens through airborne or physical contact contamination. Due to potential life threatening allergies in our participants, we do **NOT** allow products that contain, or may contain, **peanuts and/or tree nuts** at Kid Central programs. Please **DO NOT** send your child with any products that contain **peanut or tree nut products**, or products that include similar statements on their labels: