



COSUMNES CSD

Parent Handbook

2020-2021 School Year



Parks and Recreation Department
Cosumnes Community Services District
8820 Elk Grove Blvd ▪ Elk Grove, CA ▪ 95624

“Parks and Recreation Make Lives Better!”

Visit us online at
www.yourcsd.com

Information available online:

Current Rates
Hours of Operation
Parent Handbook
Medication Administration Policy & Form
Kid Central Updates



**Parks
Make
Life
Better!™**

...
Cosumnes CSD

Kid Central

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“Parks and Recreation Make Lives Better!”

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*Contents subject to change

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Welcome to Kid Central!

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

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

Mission

- ◆ At Kid Central our mission is to enrich the lives of school-aged children through meaningful recreational experiences.

Philosophy

- ◆ Kid Central 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

Kid Central is a recreation enrichment program for children currently enrolled in grades K-6. Children participate in recreational activities such as arts, crafts, sports, games, cooking, science, technology, and engineering. Kid Central strives to maintain a **ratio of 1 staff to every 14 children**. We offer three programs:

Before & Afterschool (K-6th Grade)

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

Off Track Camp (K-6th Grade)

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

Summer Camp (K-5th Grade)

- ◆ 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 child's involvement in this social setting.

*Please Note: Kid Central is **not** a licensed childcare program.

Minimum Abilities Required to Participate

In order to properly maintain a safe and healthy environment for all children attending Kid Central, 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 & Afterschool** hours of operation are based on the start and dismissal times for grades 1-6 of the specific school site. *We accept Kindergarten students if their dismissal time is the same as 1st-6th grade.
 - 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**, 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, except on the days and observed holidays noted below:
 - New Year's Day
 - Martin Luther King Jr. Day
 - Presidents Day
 - Memorial Day
 - Fourth of July
 - Labor Day
 - Veterans Day
 - Thanksgiving
 - The Day After Thanksgiving
 - Christmas Eve
 - Christmas Day



****Kid Central Staff In-Service Days****

Kid Central Staff In-Service Days: All Kid Central programs will be **CLOSED** on the following dates for holidays and staff in-service days: **2020: August 10-14, December 18; 2021: May 24-28** *Subject to change. Notices will be posted at each site prior to closures.

Registration & Fees

Initial registration may be completed online www.yourcsd.com or 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 (*subject to change*)

CSD Parks & Recreation Admin. Building

8820 Elk Grove Blvd

Elk Grove, CA 95624

Phone: 405-5300

Hours: Mon-Fri 8a-5p (subject to change)

*Payments are **NOT** accepted at KC Program Sites*

Emergency Form & Registration Contract

Parents must complete an Emergency Information Form and Registration Contract online for each child, prior to the first session that the child will attend the program. Online Registration forms contain extremely important information and must be updated annually. An **annual membership fee of \$65.00** per child is due at the time of initial registration and at the start of each new school year. **You must update your child's emergency information whenever you change jobs, phone numbers, have a change of address or a change in designated pick up persons and must call the CSD Registration Office to update this information.**

Your signature/initials 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. (copy of registration contract on pg. 26-27)

Emergency Forms and Registration Contracts **expire each year on June 30**. Forms will be completed online when purchasing an annual Kid Central Membership.



Additional Pick-Up Person(s)

If you would like to add someone to the existing pick-up person list on your child's emergency form under the Kid Central Membership, you must call the CSD Registration Office. In addition, please call to notify Kid Central staff when a pick up person has been added or deleted from your child's account. ***Kid Central is not responsible if parent or guardian fails to complete an online form for each child with the Kid Central Membership.**

Registration Payment

Payment is due at the time of registration. Same day registration is available for an additional \$10.00 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.

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



If your child 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 child, and the proper legal authorities (Child Protective Services or local police) may be contacted to take custody of your child.

Registration Options & Rates

Before/After School

Before & Afterschool WEEKLY Session Rates

- Before School: \$33.00/child per session (4-5 days)
- After School: \$95.00/child per session (4-5 days)

Before & Afterschool DAILY Session Rates

- Before School: \$9.00/child per day (1-3 days)
- After School: \$26.00/child per day (1-3 days)

Off-Track Day Camp

- Weekly: \$163.00/child per week (5 days)
- Daily: \$39.00/child per day (1-4 days)

Summer Camp

- Weekly: \$186.00/child per week

The weekly fee will be pro-rated for all weeks that have closures due to holidays or staff in-service days.

NOTE ABOUT DAILY RATES

Parents may choose specific days that their child will attend the Before/After School and Off-Track programs. Your child 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. ***The Daily Rate option is NOT available for Summer Camp.**



DROP-IN CARDS (Before/After School Program ONLY)

Drop-in cards are good for up to 10 hours of care, in increments of 30 minutes, and can be purchased for \$118.00.

- **Drop-in cards must be purchased in person** at any of our registration locations and must be delivered to the child's site by the parent or child. Parents have full responsibility for making sure **drop-in cards arrive at the site at least 1 business day prior to their child's attendance.**
- All mandatory registration paperwork must be completed at least one day in advance of child's first attendance day each program year.
- By definition, since your child will "drop-in" at Kid Central, staff will not know when to expect a child on specific days. Therefore, it is the parent's responsibility to ensure that their child attends the KC program. For that reason, **it is highly recommended that parents call the Kid Central site to inform staff of their child's expected attendance.**
- Use of a drop-in card **does not guarantee a space for your child in the program.** Drop-in cards will not be accepted at sites that are at full enrollment capacity.
- **If your child 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 child 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 child**, per every 30 minutes or portion thereof.
- If your child attends the program for more time than what is available on his/her drop-in card, the parent will be billed at the daily rate, per child.
- **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 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 Fees for all Kid Central Programs

- A **Late Pick-up Fee** of \$1.00 per child, per minute, will be charged for children who are still at the program site after 6:00pm. There are no exceptions to this policy. Please be prompt in picking up your child. All sites close at 6:00pm sharp. **Your child will be dropped from the Kid Central program upon the 4th late pick up** (regardless of whether different individuals pick up the child) during the period of July 1 to June 30, annually. No Exceptions. Children 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.
- A \$10.00 **Same-Day Registration Fee** will be charged if your child arrives to the program and is not registered for attendance that day, **ONLY** if approval has been granted by a supervisor to allow your child to register for same-day attendance. Approval is not guaranteed and will not be allowed more than once. If approved, same day registration must be done over the phone.



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



Note: If a child attends Kid Central After School, but is not registered for the day and has no drop in cards on file, the child will be sent to the school front office.

Refunds

No credits, transfers, or refunds are issued for any unused portion of the program. **If you wish to receive a credit for a future 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. Weekly Registration will NOT receive credits, transfers, or refunds for any days missed. NOTE: Upon request, **illness refunds** will be granted - **for the daily rate option only** - when your child has missed 3 consecutive weekdays of scheduled attendance due to illness; AND verification of illness has been provided by the child'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 18 and 19 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 earphones, text messaging, or otherwise.

Sign In/Out Procedures

- At the **Before School** program, children must be walked into the program site and signed in by an adult each day. Staff will sign children out of the Before School program when they leave for school.
- At the **Afterschool** program staff will sign children in upon their arrival at the site, and an approved adult is required to walk into the site and sign children out when they leave the program.
 - Participants in grades 1-6 are responsible for walking themselves to/from the classroom to the program. Children are expected to arrive to the program or meet staff no later than 10 minutes after school release time. *(Please see page 18 for information about Kindergartners.)*
 - Participants are not signed in to the program until they arrive at the program. Staff is not responsible for participants until they are signed in to the program
- At **Off Track Camp & Summer Camp programs** all children 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 children. It is the parent's responsibility to make sure your child is signed in on the correct day.
- At any time an adult does not sign a child in and/or out of the program as required, the child can be dropped from the program. When signing your child 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.

Additional Pick-Up Persons

All additional pick up persons must be added or changed through the Kid Central Registration Custom Questions and/or Membership. Please contact the CSD Main Office or Wackford for assistance in adding new pick-up persons or changes to your Child's Kid Central registration information.

If someone is added or taken off your child's pick-up persons list, you must notify the Kid Central staff in addition to contacting the CSD Registration office at least one day in advance.

Appropriate Attire

All children should 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 child's first and last name.

Afterschool Participants: If you wish, you may send a change of play clothes for your child to wear at the program.

Valuables

Children 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. *Cosumnes Community Services District is not responsible for damaged, lost or stolen items.*

Health Policies



Children who are ill or who have a contagious disease or condition, (i.e. pink eye, chicken pox) are not allowed at Kid Central. Kid Central is a very active program and **if children are too ill to participate in the full program, they need to be kept at home.**

If your child becomes ill while at Kid Central you will be notified and must arrange to have your child picked up within 60 minutes of being notified. **After 60 minutes, you will be charged \$1 per minute** until your child is picked up from the program.

Please notify the Kid Central Staff if your child has been exposed to any contagious disease or condition (mumps, measles, chicken pox, lice, pink eye, etc.), so we can notify other parents immediately.

Medication Policy

No medication (prescription or non-prescription) will be administered to any participant without the appropriate form being completed and on file at Kid Central. If necessary, please complete and submit the **Administration of Medication by Cosumnes CSD Personnel** form. **This form must be completed by the parent and physician** and is available at the Parks and Recreation Administration Office, online at www.yourcsd.com, and on site (see Site Director). Parents are responsible for submitting the completed form and providing medication directly to Kid Central staff. Medication must be submitted in its original container and clearly labeled.

Allergy Awareness

Any parent of a child with an allergy to peanuts, nuts, or other foods should contact the Cosumnes CSD administration office and the Kid Central Staff to discuss, prepare, and implement a Food Allergy Accommodation Plan or other reasonable accommodations. A Food Allergy Accommodation Plan is designed to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Several children in our program have severe allergies to peanuts and nuts. In order to maintain their safety and lower the risk of exposure to these food allergens, we will make every effort to strive to be food allergy conscious.

The safety and wellbeing of each child is our top priority.

Please keep this mind when preparing or purchasing snack. Please check the labels of any snack items brought to the program that include similar statements:

- *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, children may not attend the same program location while off-track as when they are in school.

What to Bring to Kid Central

<p style="text-align: center;">Before School</p> <ul style="list-style-type: none"> • backpack for school • <i>optional</i>, breakfast snack 	<p style="text-align: center;">Summer Camp</p> <ul style="list-style-type: none"> • swimsuit • closed-toe shoes (NO flip flops or sandals allowed) • towel • sun block • healthy, ready-to-eat lunch* • healthy beverage(s) • water bottle(s) • backpack that can be easily toted throughout the day <p><small>*Children do not have access to a microwave, fridge, or stove</small></p>
<p style="text-align: center;">After School</p> <ul style="list-style-type: none"> • a healthy snack & beverage • backpack • homework assignments 	
<p style="text-align: center;">Off Track Camp</p> <ul style="list-style-type: none"> • healthy ready-to-eat lunch* • beverage/water bottle(s) 	
<p>Lunch is NOT provided by Kid Central.</p>	

INFO FOR BEFORE/AFTER SCHOOL:

Snack

Children in the After School program 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.** Children are not allowed to share snacks. Before School participants may bring an optional **ready-to-eat** breakfast snack. *Children do not have access to a microwave, fridge, or stove.

Several children in our program have severe allergies to peanuts and nuts. In order to maintain their safety and lower the risk of exposure to these food allergens, we will make every effort to strive to be food allergy conscious. The safety and wellbeing of each child is our top priority.

Please keep this mind when preparing or purchasing snack. Please check the labels of any snack items brought to the program that include similar statements:

- *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*

Homework

Because we are a recreation program, Kid Central staff plan a variety of activities on a daily basis. 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,



children will be asked to put their homework away and join the group activities. The Kid Central staff is not responsible for homework completion or accuracy; staff do not guarantee that homework will be complete by the time the child is picked up from the program. ***It is our policy that children get a jump start on their homework and complete the majority of the work at home with a parent.***

Extracurricular – Late Arrival Form

If your child 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.



Note: Staff will **NOT** call parents if a child does not show up at a Kid Central site.

Kindergarteners

Kid Central Before/After School Program gladly welcomes AM Kindergarteners in the Before School program, and PM Kindergarteners in the After School program. Kid Central staff will escort kindergarteners to and/or from their classrooms to the program. **Meet with Kid Central site staff PRIOR to your child's first day of attendance to inform them of your child's classroom number.**

Walking Field Trips

During the school year, Kid Central 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 10 for Field Trip payment information.

INFO FOR OFF TRACK CAMP & SUMMER CAMP

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 child does not like what is on the menu or is allergic to an item, please send a **ready-to-eat** snack for your child. **Kid Central will not offer alternative snacks.** If you choose, you may also send additional snacks for your child. Participants are expected to not share snacks. *Children do not have access to a microwave, fridge, or stove.

Lunch

Please send a healthy, **ready-to-eat** lunch and beverage(s) for your child. Please remember that children will **not** have access to a refrigerator, microwave or stove. Please send food that requires no preparation. ***Lunch is not provided at any Kid Central program.**

Several children in our program have severe allergies to peanuts and nuts. In order to maintain their safety and lower the risk of exposure to these food allergens, we will make every

effort to strive to be food allergy conscious. The safety and wellbeing of each child is our top priority.

Please keep this mind when preparing or purchasing snack and lunch. Please check the labels of any snack items brought to the program that include similar statements:

- *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*

Attire: Shoes & Active Wear

Children are required to wear closed-toe shoes to camp. **No sandals or flip-flops are allowed (except on pool deck).** If children are sent to camp without the proper attire, parents will be required to pick up their child from camp, or bring proper attire for their child before their child can participate in camp activities.

Summer Camp Field Trips

During the summer Kid Central Summer Camp offers optional **weekly field trips on Wednesdays or Thursdays** 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 waiver must be signed by the parent/guardian during registration. Some field trips may require separate waiver. **Please contact the CSD staff to make sure you are aware of any special items your child will need for this day.** Field trip registration/payment is not accepted at any Kid Central site. Registration for field trips may be completed online or at the Cosumnes CSD Parks and Recreation Administration Office and the Wackford Community and Aquatic Complex (*addresses listed on page 7.*)



Swimming (Summer Camp Only)

- **Please send your child to camp wearing their swimsuit underneath their clothing.**
- Swimming is optional, however ALL camp participants will go to the Jerry Fox Swim Center pool daily.
- A weekly swim test will be administered (on Mondays only) which will determine if children are able to swim in the designated “deep area,” (4 feet and greater)
- **Floatation devices of any kind are NOT ALLOWED to be worn by participants at any time, with the exception of approved life jackets available through the Jerry Fox Pool**
- Children may bring money for the pool snack bar, but are limited to purchasing one item daily, during their designated swim time. Children are responsible for their money.
- **Failure to follow pool rules will result in loss of swimming privileges.**

Jerry Fox Swim Center Rules

- All swimmers must wear proper swim attire. No street clothes, cut offs, sweat pants, or t-shirts permitted in the pool. Protective sun ware or fitted sunblock swim-shirts are permitted during pool season. Casual t-shirts are not.
- No running or horseplay
- All patron behavior is subject to manager approval
- No diving
- No swimming in the slide pool
- No walking on the dividing wall between the main pool and slide pool

- You must be at least 48" tall to ride the slide



The following are Kid Central Pool Rules. These rules will be reviewed with the entire camp every day prior to departing for the pool.

Kid Central Pool Rules

- Walk on the pool deck
- Keep hands and feet to yourself in and out of the water
- Ask the leader if you need to go to the restroom/locker room
- Shoes must be worn off the pool deck
- Only swim in the designated area for which you are allowed:
 - Red Wristband = Shallow Area
 - Green Wristband = Deep End & Shallow Area
- Stay only in designated areas (playground & pool)
- Swimming tests will be administered on Mondays only to determine if children are able to swim in the designated deep area. *(If Monday is a holiday, test will be administered only on the first weekday of that holiday week)*
- Limit of one snack purchase at the Snack Bar per child, per day. *(Children are responsible for their own money. If money is forgotten at the Youth Center or otherwise lost, staff will not be able to leave the pool area to retrieve it)*



Failure to follow the pool rules will result in the loss of swimming privileges

Standards of Behavior

Please review the following with your child.

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

Kid Central is committed to being a safe and enjoyable place for all participants. Kid Central 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 child 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 the Kid Central 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 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, stealing, vandalism, and refusal to follow program instructions or rules.

Kid Central 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 child and get down to the child’s level
- ★ Use words the children understand
- ★ Are consistent about expectations
- ★ Model acceptable and appropriate behavior
- ★ Encourage children to make positive choices
- ★ Respect each child and their feelings
- ★ Work to involve the parent

Staff Never:

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

Staff Use Sparingly:

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

Behavior Report Guidelines:

1. When a Kid Central leader fills out a Behavior Report, you and your child will be asked to sign it. Refusal to sign the Behavior Report by the parent/guardian or child will result in the child's immediate dismissal from all Kid Central programs.
2. **Upon receipt of your child's 2nd Behavior Report, the parent/guardian must attend a parent/guardian conference** with the Kid Central Supervisor to determine a behavior action plan for the child. The child should not be present at this conference. The child will be suspended from Kid Central for the following scheduled attendance day, and may not return to Kid Central until a parent/guardian conference has been scheduled. Refunds will not be available. Refusal by a parent to participate in a conference will result in a child's permanent expulsion from all Kid Central programs.
3. Upon receipt of the child's 3rd Behavior Report, the child will be suspended from Kid Central for the following scheduled attendance day. Refunds will be not be available.
4. ***Upon receipt of the child's 4th Behavior Report, during a twelve-month period,*** the child will be expelled from all Kid Central programs for one full calendar year.
5. After one year has passed, the parent/guardian may schedule an appointment with the Kid Central Supervisor to evaluate re-admittance of the child.

***Kid Central reserves the right to suspend or expel a participant at any time. Expulsion from the program will continue for a minimum of one full calendar year from the original date of expulsion.**

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



Kid Central adheres to all school rules and regulations. **If your child gets suspended or expelled from school, so will they be from Kid Central.**

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 may be viewed on the CSD online registration program.

<https://apm.activecommunities.com/cosumnescsd>

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 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).

COPY OF KID CENTRAL REGISTRATION CONTRACT

Before your child may be registered in Kid Central, you must read, understand, and agree to the following terms:

Responsible Parent/Guardian: *I am responsible for payment of all registration fees for each of the children I am enrolling in Kid Central*, regardless of custody arrangements or other agreements. Failure to keep the account current for any of my children will result in the dismissal of all of them from Kid Central.

1. **Required Forms:** I will complete all registration forms for each of my children prior to attendance.
2. **Registration:** I will submit all required registration fees prior to my child's attendance at least 1 business day in advance for all Kid Central programs. **I will abide by all registration policies as set forth in the parent handbook.**
3. **Attendance:** I will sign my child into the program upon arrival in the morning and sign my child out of the program upon pick up in the afternoon. **If I am not available to sign my child in/out of the program, I will send an adult age 18 or older who is designated on the child's emergency form to do so in my place.** I understand if I do not sign my child in and out, a Kid Central staff member will do so in my place and my child can be dropped from the program.
4. **Non-registered children:** I understand if my child attempts to attend any Kid Central site without prior payment, Cosumnes CSD cannot assume legal responsibility for my child, and the police or Child Protective Services may be called to take custody of my child.
5. **Refunds:** No credits, transfers, or refunds are issued for any unused portion of the program. If I need to transfer a paid day of attendance to another day, I understand **I must call or go to a registration office and complete my registration change, a minimum of 1 business day in advance** of the currently paid day of attendance, or my request will not be granted.
6. **Illness:** My child will not attend Kid Central when ill. If my child becomes ill during attendance, I or my emergency designee will pick up my child within 1 hour of notification. I understand I must inform staff if my child has been exposed to any contagious

disease. I will abide by the policy for illness credits set forth in the Kid Central Parent Handbook that states: Upon request, illness refunds will be granted – **for the daily rate option only** – when your child has missed 3 consecutive weekdays of scheduled attendance due to illness; AND verification of illness has been provided by the child's physician. There will be no refunds for less than 3 days missed, or when using the full session rate option.

7. **Late Pick-up Fee:** **If I do not pick up my child by 6:00pm, I will be charged a late pick up fee of \$1 per child, per minute, beginning at 6:00pm.** I may not register my child for the next session until all outstanding balances are paid in full. I understand that upon my 4th late pick up of any of my children, all of my children will be dropped from the program. I understand if I do not pick up my child by 7:00p.m., my child will be turned over to the police or Child Protective Services.
8. **Returned Check Policy:** If a check is returned, I must pay all outstanding program fees plus a \$25 returned check fee before my child may be registered for another session in any CSD program. If two (2) checks are returned in a calendar year, payments must be made by cash, money order, cashier's check or VISA/MasterCard.
9. **Discipline:** I understand my child must be able to get along with others and adhere to the rules of the program. I also understand that it is necessary for parents to conduct themselves in a respectful and mature manner when at Kid Central. I understand that upon receipt of my child's 2nd behavior report, I must meet with a Kid Central supervisor to discuss my child's participation in the program. I also understand that if my child receives 4 behavior reports during a 12 month period, my child will be expelled from Kid Central. I understand **I must pick up my child within 60 minutes when my child is being sent home due to behavior issues, and I will be charged \$1 per minute after the 60 minutes.** Kid Central reserves the right to expel a participant for not abiding by the behavior standards as outlined in the Kid Central Parent Handbook. I understand that expulsion lasts for a minimum of one full calendar year from the date of expulsion.

POLICY CHANGES

The Parent Handbook is designed to promote an understanding of the Kid Central 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 programs and any one or all of its customers or participants.

Questions or Comments

If you need to talk with someone in regards to your child's experience at Kid Central, and have already spoken to your site staff, please contact:

Katy Ward

Recreation Coordinator
916-405-5314

Chantal Panis

Recreation Supervisor
916-405-5330

Jonnie Siemens

Recreation Manager
916-405-5317

Contact Information

The following information is provided so that you may contact your child's Site Director and Kid Central Recreation Staff. **Please call your child's Kid Central site directly to relay information about your child.**

Before & Afterschool Program

Site Locations & Phone Numbers

<p>John Ehrhardt Elementary (916) 869-3096 Multipurpose Room (After School Only)</p>	<p>Florence Markofer Elementary (916) 869-3088 Classroom (Before & After School)</p>
<p>Elk Grove Elementary (916) 869-3089 Classroom (After School Only)</p>	<p>Joseph Sims Elementary (916) 869-3094 Classroom (After School Only)</p>
<p>Ellen Feickert Elementary (916) 869-3090 Classroom (After School Only)</p>	<p>Stone Lake Elementary (916) 869-3086 Johnson Park Recreation Center (behind Stone Lake campus) 3570 Marsh Point Drive, 95758 (Before & After School)</p>

Off Track Camp & Summer Camp

Site Location & Phone Numbers

Youth Center (in Elk Grove Park)
 (916) 869-3095
 9922 Elk Grove-Florin Road, Elk Grove, CA 95624

Kid Central Staff In-Service Days

Kid Central programs will be **CLOSED** on the following dates for Staff In-Service days:

2020: August 10-14

Holiday Closures:

2020: September 4, November 11

**Subject to change*

**Cosumnes CSD Registration &
Payment Locations**

Wackford Community & Aquatic Complex

9014 Bruceville Road
Elk Grove, CA 95758
Phone: 405-5600

Hours: Mon-Sun 8a-8p *(subject to change)*

CSD Parks & Recreation Admin. Building

8820 Elk Grove Blvd.
Elk Grove, CA 95624
Phone: 405-5300

Hours: Mon-Fri 8a-5p *(subject to change)*

Register Online
www.yourcsd.com

*Payments are **NOT** accepted at KC Program Sites*



**Parks
Make
Life
Better!**SM

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Cosumnes CSD

