

### **Welcome:**

We would like to welcome you and your child to Carmichael Recreation and Park District's Kid's Hangout Afterschool Program. We look forward to providing a fun and safe environment for your children to enjoy this school year! Here is some information to help you and your child get ready for our program.

### **Program Dates and Times:**

We run our program throughout the school year starting when we pick up your child from school to when we close at 6pm. We are also open on Teacher Workdays and most holidays from 7:30am to 6pm.

### **Program Location and Facility:**

**(916) 483-2991**

Kid's Hangout is located at the La Sierra Community Center (5325 Engle Rd, Carmichael, 95608). Our facility has two gymnasiums, large air-conditioned buildings, outside soccer and baseball fields, picnic areas, and a playground.

The Kid's Hangout room is located in the Kid's Corner of the facility close to the baseball fields. Parents can park in the gravel area and walk to the door facing the fields to enter the facility.

### **Absences:**

Please contact our Kid's Hangout Program at **(916) 919-3950** or email [Courtney@carmichaelpark.com](mailto:Courtney@carmichaelpark.com) to let us know your child will not need to be picked up from school. Please leave a message on this number with your name, your child's name, and the date of the absence.

### **Transportation:**

We provide transportation from your child's school to our program at the La Sierra Community Center in our district passenger vans. We also have additional transportation options for those who are involved in music, tutoring, sports, or any other after-school activity which may require us to bring your child somewhere, or pick them up later at the school. The location does have to be within a 5-mile radius of La Sierra Community Center. Our drivers have proper certifications and training and work year round for our district. We also provide

### **Daily Check-Out Procedure:**

All children must be signed out by an adult listed on their Emergency Form - Authorized List. Our staff will ask for your photo identification. Once our staff begins to recognize you, you will no longer be asked to show your ID. Parents can add or delete names on their child's authorized list at any time. Please speak to our program director to adjust the necessary form. Children are not allowed to sign themselves out of the program without the collaboration of staff and parents. All children must be picked up by 6pm.

### **Snacks:**

We prepare a snack for all the participants each day. Please contact the program director if your child has a food allergy or certain dietary restrictions. We will do our best to accommodate your needs.

### **No Personal Items/Electronic Devices:**

Children are not permitted to bring any personal items from home unless it is needed for homework or approved by the program director. Bringing personal items often increases the likelihood of them getting lost, stolen, or damaged. In addition, children cannot borrow, lend, or trade items while at camp. Cell phones and iPads are not permitted to be out during the program. Children can have them but must store them in their bag and ask permission from our staff members to use them. We encourage children to put their cell phones away and be active in our group games. Please speak with our program director if you have special requests regarding cell phone use.

### **Homework:**

We have a designated homework space where the participants can work on their homework. We ask parents to set clear expectations with their children regarding how much homework you expect your child to complete. Our staff will do our best to assist your child in completing their homework but please understand that while we try to provide assistance, we cannot offer tutoring or one on one help to the children. If your child has specific homework needs or if you have concerns, please communicate this to the program director.

## Reward System:

At Kid's Hangout, we believe in positive reinforcements and rewards. If you would like to know how your child's behavior has been, we encourage you to check out our star chart. Your child will have a clothes pin with his/her name on it. The clothes pin is attached to a chart like the diagram. All children start the day at three stars and have the ability to move up to a maximum of five stars or down to a minimum of one star. If you child has good behavior or does a good deed, your child will be asked by one of our staff members to move their pin up a star. At the end of each day, our staff will record how many stars your child received. At the end of the week, the campers who have at least 15 stars (average of 3 each day) will receive a star party treat. These star party treats include things like popsicles, ice cream, or other fun items.



## Discipline Policy:

When a child breaks a rule or is disrespectful, that child will be asked to move their pin down a number. When a child reaches the second star, he/she will be asked to take a five-minute breather from the activity. A staff member will talk to the child and try to work through what occurred and how they can work together to make it not happen again. If a child reaches a one star, they will take a five-minute breather and do a Think Sheet. This sheet asks them questions about what happened, who was involved, and what they could do differently next time. Staff will help children with this form and work together to resolve situations. Parents will be notified of any continuous behavior situations. Multiple instances may result in a meeting with the program director.

Any type of physical behavior demonstrated by a child will result in an automatic and immediate suspension from the program for the remainder of the week. Children may come back the following week but if any further physical behavior continues, that child will be suspended from the program for the remainder of the school year.

## Illness:

If your child becomes ill or injured at our program, you will be immediately contacted. Children will not be allowed to attend our program if they are ill, have head lice, or any communicable disease. Children must then be free from all symptoms for 24 hours before they will be permitted to return to the program and for any illness or symptoms that could be COVID related, we will follow the current CDPH and Sacramento County Health Department Guidelines that are in place at the time of the illness.

## Allergies:

All allergies must be listed on the Health History Form. In cases of severe allergies, please contact our coordinator at [Courtney@carmichaelpark.com](mailto:Courtney@carmichaelpark.com) to schedule a meeting.

## Movies:

On Fridays, we will have movie options for participants. We view movies that are rated G and PG. If you do not wish your child to view a particular movie, please let us know and we will have them participate in an alternate activity.

## Medications:

Medications will be kept in a designated first aid cabinet in the program director's office. Medication must be in the original container. Children may not keep medications of any type in their backpacks. We cannot be responsible for administering medications. We can remind the child when to take their medicine and help them with getting it out of the container if needed. We cannot allow a child to take any medication (Tylenol, inhaler, cough drops, prescription, etc) unless written instructions are signed and dated by the parent/guardian and given and discussed with a camp director. Please email our program director [Courtney@carmichapark.com](mailto:Courtney@carmichapark.com) if your child requires any type of medication that must be administered while attending our program.

## Registration:

Our Recreation Office, located at the La Sierra Community Center (5325 Engle Rd, Suite 100) is currently taking registration. When registering for your first week you must complete the Health History and Emergency Contact forms along with a registration form. The registration form and Health History and Emergency Contact forms can be found on our website at [www.carmichaelpark.com](http://www.carmichaelpark.com) and are available in our La Sierra office. After your first week of attendance, you only need to complete the registration form. No spaces are reserved from week-to-week so register early to secure your spot in the program. Full payment must be received by our office prior to your child attending the program.

## Refunds and Credits:

We honor transfer and credit requests in accordance to the Carmichael Recreation and Park District Refund Policy as displayed on our website [www.carmichaelpark.com](http://www.carmichaelpark.com).

For further questions or site visits, please email our program director [Courtney@carmichaelpark.com](mailto:Courtney@carmichaelpark.com)