

# Kid's Hangout Afterschool Program

## Parent Handbook

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### **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 7am to 6pm.

### **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 booster seats in our vans for those children who need one.

### **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.

### **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 any 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

### **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.

### **Homework:**

We have a designated homework space where all participants can do their homework and get help from our staff members. We ask parents to complete the Homework Form, located at the end of the Packet, so our program director and staff know how we can best help your child with their homework. Please fill out the form completely as please make notes of any special requests you may have. Our program does provide some homework assistance but is not a tutoring program.



### **Absences:**

Please contact our Kid's Hangout Program at **(916) 483-2991** 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.

### **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. Bring 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.

#### **Movies:**

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

#### **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 similar to 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:**

Every week we'll go over the program rules with everyone. 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 camper and try to work through what occurred and how they can work together to make it not happen again. If a camper reaches a one star, he/she 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 campers with this form and work together to resolve situations. Parents will be notified of any continue behavior situations and a meeting will be scheduled 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.

#### **Allergies:**

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

#### **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 it 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 contact our program director at [Telly@carmichapark.com](mailto:Telly@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. The registration form and Health History and Emergency Contact forms can also be found on our website at [www.carmichaelpark.com](http://www.carmichaelpark.com). When registering for your first week you must complete the Health History and Emergency Contact forms along with a registration form. 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 request provided that the week requested is not full. All transfers and refunds must be requested at least five business days prior to the week in which you are requesting a refund.

For all further questions or site visits, please contact our program director at [Telly@carmichaelpark.com](mailto:Telly@carmichaelpark.com)



# KIDS HANGOUT

## HOMEWORK

Child's Name: \_\_\_\_\_

Please mark one of the following:

I would like my child to do ALL of his/her homework at the Kid's Hangout.

I would like my child to do PART of his/her homework at the Kid's Hangout.

Math	Reading	Science	Social Studies
Spelling	Language Arts	History	Other (please explain below).

Please circle the subjects you would like your child to complete at KHO:

**OTHER:** \_\_\_\_\_

I would like my child NOT to do his/her homework at the Kid's Hangout.

By selecting one of the above, the Kid's Hangout Staff will encourage and help your child complete however much of the homework you have marked. Our staff will also correct their work. Our staff is not responsible for homework that does not get completed due to time or behavior issues with your child. If there are any problems with your child doing homework, the staff will let you know. Please feel free to discuss any questions or concerns regarding homework with our staff.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments or special requests:

\_\_\_\_\_