



Kids Hang Out

PARENT HANDBOOK

After School Program



Parks
Make
Life
Better!

 **Carmichael**
RECREATION AND PARK DISTRICT

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Welcome to Carmichael Recreation and Park District's KHO After School 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 get ready for your first day!

GENERAL INFORMATION

Locations:

La Sierra Community Center: Recreation Office

5325 Engle Road #100

(916) 562-4783

Contact Info:

KHO Program Cellphone (916) 919-3950 Call or Text Monday – Friday	Brooke De Los Santos Recreation Coordinator (916) 283-7386 bdelossantos@carmichaelpark.com	Cameron Wiggins Recreation Supervisor (916) 306-5514 cwiggins@carmicahelpark.com
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Program Info:

Program Hours:

Monday to Friday, 2:00pm – 6:00pm

- *Wednesdays, 1:00pm – 6:00pm (CMP Early Release)*
- *Thursdays, 1:00pm – 6:00pm (SJUSD Early Release)*

Program Dates:

August 10, 2026 – June 11, 2027

Program Closure Dates:

September 7: Labor Day

January 18: Martin Luther King Jr. Day

November 11: Veteran's Day

February 15: President's Day

November 26 – 27: Thanksgiving

May 31: Memorial Day

December 24 – 25: Christmas

December 31 – January 1: New Year's

DAILY PROGRAM INFORMATION

Absences:

KHO Program Cellphone: (916) 919-3950

We ask that you let us know when your child will be absent from the program, and if they will not need to be picked up from school. Please feel free to call or text us, but please provide your name, your child's name, and the date of the absence.

Transportation:

Program Vans will be waiting in front of the school for those children who are scheduled for pick-up. When students are released from class, please instruct them to go directly to the van, as our drivers must maintain their route schedules to pick-up from other schools on time. Staff will check your child into camp upon arrival. Below is a photo of our program vans:



Please Note: Vans pick-up from multiple schools with similar release times and must navigate varying pick-up procedures.

- Vans will arrive to pick up from elementary schools up to minutes after the final bell
- Vans will arrive to pick up from middle schools between 15 and 20 minutes after the final bell

Attention parents with 5 – 7-year-old children: According to California Vehicle Restraint Laws, children must be 8 years or older, or taller than 4'9" to not need a booster seat. If your child is 5 – 7 years old and shorter than 4'9", your child will be placed in one of our district booster seats while being transported in our district vans.

Van Rules:

1. Follow all instructions from the van driver
2. When entering the van, find a seat immediately, sit down and buckle up. Make sure that the van driver marks you present as you enter, and that you say “here” as they double check attendance
3. Stay in your seats, buckle up and face forward – remain seated and buckled until the van is completely stopped
4. Keeping our hands, feet and body to ourselves always. Not taking things from our neighbors that do not belong to us.
5. No cussing, inappropriate topics/jokes, or disrespect toward another student - Have appropriate conversations
6. Be mindful of your volume – No yelling or screaming. Don’t raise your voice to talk over each other
7. No food or drinks in the van! – Water bottles are okay, but must always remain sealed when not drinking
8. Leave the van in good shape – Take your belongings, throw away trash
9. When exiting the van, take all belongings and trash, and line up as directed by the van driver immediately. Follow their instructions from there

Drivers will report any incidents or behavior issues to the KHO Staff, Recreation Coordinator, and/or Recreation Supervisor after each trip. **The standard Youth Development Program Behavior procedures will in effect, and any student involved in van incidents will be subject to them.**

Students with repeated van incidents or behavior issues, or students with serious or dangerous incidents/behaviors in the van, may be suspended from the transportation lists if needed. Suspensions would follow normal Youth Development Program Behavior procedures.

Check-out Procedures:

All Children must be signed out by an adult listed on their Authorized Pick-Up List located on our Emergency Information Form. Our staff will ask for your photo identification. Parents can make changes on their child’s Authorized Pick-Up List at any time. **Children are not allowed to sign themselves out of program without the collaboration of staff and parents.** Please speak to the Recreation Coordinator for more information and to make any necessary changes. Our program closes at 6 pm!

Program Schedules:

A weekly activity schedule will be posted in the KHO Room on Monday. Included in our activities are team-building games, sports, arts, crafts, dance, and nature projects. We like to offer choices, so we plan at least two activities each time period throughout the day. This schedule allows children to pick what activity they would like to do and then they have the opportunity to switch halfway through. We also try to plan an outside or gym activity paired with an indoor activity, so kids have a chance to cool off in our air-conditioned buildings. See examples below.

DATE: 6/3-6/7

WEEKLY SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
2:00-2:30	Table top games & coloring or Gym games	Table top games & coloring or Gym games	12:45-1:30 Table top games & coloring or Gym games	1:15-1:45 Table top games & coloring or Gym games	Table top games & coloring or Gym games	2:00-2:30
2:30-3:15	Ring toss or Graveyard	Lego Spinners or Night at Museum	1:30-2:15 Large Painting or Tunnel ball	1:45-2:15 Stop the Bus	Stop the Bus or Tunnel Ball	2:30-3:15
3:15-4:30	Snack & Outdoor/Gym time	Snack & Outdoor/Gym time	2:15-2:45 Heart Weave or Gaga Ball	2:15-2:45 Heart Emojis/ Time ball	Snack & Outdoor/Gym time	3:15-4:30
4:30-5:00	Bingo or indoor flag football	Origami or Sinking ships	2:45-3:15 Marker Flip or Backstage	2:45-3:15 Heart Gnomes/ Scatter Ball	Groundhog Craft or Crazy Tag	4:30-5:00
5:00-5:30	Table Bowling	DIY marble run	3:15-4:30 Snack & Outdoor/Gym time	3:15-4:30 Snack & Outdoor/Gym time	Movie/Scatter Ball	5:00-5:30
5:30-6:00	Table top games & coloring	Table top games & coloring	4:30-5:00 X-Factor up or Kickball	4:30-5:00 Hot Air Balloons/ crab soccer		
			5:00-5:30 Fast puck tournament	5:00-5:30 Fuse Beads/ 6 (dice game)		
			5:30-6:00 Table top games & coloring	5:30-6:00 Chill & Fuse Beads	Movie	5:30-6:00

Please note that once a week a G/PG-rated film will be played. If you wish to opt your child out of watching the movies, please inform your Recreation Coordinator.

PREPARATION FOR PROGRAM

Program Attire:

Children should wear comfortable clothes that will allow them free range of motion to participate in recreational and athletic activities. For safety reasons, **children must wear tennis shoes every day.**

EXAMPLES WHILE AT PROGRAM



Snacks and Water:

We prepare a snack for all children once each day. Children may bring an additional snack if they'd like. Please no glass containers or bottles in lunches or snacks. Please limit lunches and snacks that require the microwave. We'll do our best to accommodate any food allergies or dietary restrictions. Please let the Recreation Coordinator know if your child has any allergies or dietary restrictions and follow the steps in the "Allergy & Medication" section below.

We schedule many water breaks throughout the day to keep our children well-hydrated. Please send your child with their own water bottle, that's labeled with their name. We have several drinking fountains with water refill stations available for those without bottles and for refills.

Personal Items/Electronic Devices:

Carmichael Recreation & Park District (CRPD) is not responsible for any lost, stolen, or damaged items. These items are often shared, borrowed, or played with by many children and there is an increased likelihood that the items are lost, stolen, and/or damaged.

Please do not bring any personal items, including but not limited to:

- Trading cards
- Stuffed animals
- Action figures
- Cell phones (recommended), tablets, laptops, or other electronic devices.

For more information on electronic devices please see our Personal Electronic Procedures below.

PROGRAM PROCEDURES

Behavior Policy & Discipline Policy

We focus on positive reinforcement to encourage good behavior among the children. When kids are seen acting in good behavior, they are rewarded with raffle tickets. This recognizes their efforts and promotes a positive atmosphere. At the end of each week, raffle winners get to choose from a variety of exciting prizes from our prize box, such as stickers, toys, and a few special privileges like selecting a movie to watch or choosing a game to play. This system not only motivates good behavior but also fosters a sense of fun and community within the program.

If children are struggling with their behavior, our team will follow the steps laid out below based on the type of behavior they are exhibiting.

General Misbehavior (not listening, disrespectful, defiant, etc.)

All behavior consequences reset after a given program has ended for the year. (ex: Summer 2025 or School Year 2025-26).

Staff Intervention

- Redirecting, small/informal conversations, think sheets, loss of participation time
- Repeated incidents or an escalation will result in step 2

Communication with parents

- Health and Safety forms, pick-up communication, call/text if needed
- Repeated behavior without any improvement will result in step 3

Family Conference/Behavior Contract

- Communication regarding issues, mean to align program staff and families in how issues are addressed.
- Based on consistency and severity of issue, as well as family/staff discussion, a behavior contract may be developed. This would outline any probationary timeline, suspension and/or other possible consequences

Suspension

- Removed from all Youth Development Programs (KHO, Break Camps, etc.) for either:
 - 3 Scheduled Program Days
 - 5 Scheduled Program Days
 - 10 Scheduled Program Days
 - 20 Scheduled Program Days or
 - 120 Scheduled Program Days
- Timeframe based on Scheduled Program Days: Only counting days that the student is scheduled to attend.

- After multiple suspensions, repeated behavior or escalation will result in an expulsion at the discretion of the Recreation Supervisor

Expulsion

- Removed from the current program and with the possibility of removal from all Youth Development Programs (KHO, Break Camps, etc.) for 1 year at the discretion of the Recreation Supervisor.
- After 1 year, the student may return with a clean slate

Escalated/Violent Misbehavior (hitting, running away, bullying, etc.)

All inappropriate, physical/violent, or escalated misbehavior carries an automatic suspension of 3 scheduled program days. Suspension length can be increased (or decreased), and additional consequences can be applied based on the results of an investigation. Each incident will be investigated by the Recreation Coordinator and/or Recreation Supervisor, and results will be communicated to families within 1 business day. All behavior consequences reset when a given program has ended for the year (ex: Summer 2025 or School Year 2025-26).

Suspension

- Removed from all Youth Development Programs (KHO, Break Camps, etc.) for either:
 - 3 Scheduled Program Days
 - 5 Scheduled Program Days
 - 10 Scheduled Program Days
 - 20 Scheduled Program Days
 - or
 - 120 Scheduled Program Days
- Timeframe based on Scheduled Program Days: Only counting days that the student is scheduled to attend.
- After 3 suspensions, repeated behavior or escalation will result in an expulsion.

Expulsion

- Removed from all Youth Development Programs (KHO, Break Camps, etc.) for 1 year.
- After 1 year, the student may return with a clean slate

Personal Electronics:

The use of tablets, iPads, and portable gaming systems during program hours is prohibited. We understand that cell phones may be necessary for communication purposes. If you prefer your child to have their cell phone with them, we kindly ask that all children leave their cell phones in their backpacks during program hours. If you need to call your child at a certain time, please inform the Recreation Coordinator beforehand to ensure smooth communication. There is absolutely no sharing of phones with other children and taking photos/videos is prohibited for other children's safety.

If your child is found using their device inappropriately or has been warned to put it away numerous times, the parent/guardian will be contacted, and their cell phone will be placed in a secure location by the Recreation Coordinator and will be returned to the parent/guardian at pick-up.

If you are having trouble reaching your child at any time, please contact the Recreation Coordinator.

Late Pick-Ups:

We understand that things may come up during your day that will make you late for pick-up. We ask that you please communicate with the Recreation Coordinator as soon as possible informing us that you will be running late. ***If we have not received any communication regarding your pick-up status by 6:15pm, we will begin to call the emergency contacts and/or those listed on the authorized pick-up form. At 7 pm we will contact Sacramento Sheriff's Department to ensure the child's safety.***

If a parent continuously picks up their child after 6pm, the parent will be notified by the Recreation Coordinator and/or Recreation Supervisor and may not be permitted to register for future sessions.

Allergy & Medication:

All allergies must be listed on the Prompt Response Form (or online prompt responses completed during registration) located on the website. In cases of severe allergies, please contact the Recreation Coordinator at bdelossantos@carmichaelpark.com to schedule a meeting with her or the Recreation Supervisor.

If your child requires any medication that needs to be administered while at camp (e.g., epi-pen, daily medications, etc.) please email the Recreation Coordinator at bdelossantos@carmichaelpark.com. She will provide you with the additional documents needed and go over any questions you may have.

Child Illness:

We realize it is difficult for parents to unexpectedly care for their child when they have fallen ill, however, we do ask for the health and safety of your child, and the other children in our care, you keep them home if they are not well. Please keep your child home until **they are free from all symptoms for 24 hours.** If you have any questions, please feel free to talk with the Recreation Coordinator.

Refunds & Credits

Please refer to our [refund policy](#) available online at www.carmichaelpark.com. For additional information or specific questions, please contact the Recreation Coordinator and/or Recreation Supervisor.

HOW TO REGISTER

The registration forms necessary to get your student registered in Kids Hangout and all attachments mentioned in the handbook can be found on our website at www.carmichaelpark.com.

Next steps:

- **Register Online** by visiting the [KHO Registration Link](#).

NOTE: *Child Action Families must register in person or over the phone by calling (916) 562-4783*

- **Register in person.** You can fill out and return all required forms at the *La Sierra Community Center Office*, 5325 Engle Rd., Suite 100, Carmichael, CA 95608
 - On the Registration Form, please circle the weeks you are paying for. *You are only paying and registered for the weeks you indicate on the form.*
 - Sign and turn in the following forms: Agreement, Waiver & Release, and Prompt Response Forms
 - Payment of week(s) circled on Registration Form