



City of Santa Clarita Recreation and Community Services Department

2019-2020 Canyon Country Community Center

After School Program Registration Form

Session I (Monday, August 19 – Thursday, December 19, 2019)

PARTICIPANT INFORMATION

Last Name: _____ First Name: _____ Age: _____

Gender: Male ___ / Female ___ Date of Birth: ___/___/___ Address: _____

City: _____ ZIP Code: _____ Primary Phone: _____ Secondary Phone: _____

***PARENT/GUARDIAN INFORMATION: AUTHORIZED TO PICK UP AND OBTAIN/CHANGE REGISTRATION INFORMATION**

Father/Guardian (Full Name): _____ Work Phone: _____ Cell Phone: _____

Check here if address and home phone are the same as participants.

Address: _____ City: _____ ZIP Code: _____ Home Phone: _____

Mother/Guardian (Full Name): _____ Work Phone: _____ Cell Phone: _____

Check here if address and home phone are the same as participants.

Address: _____ City: _____ ZIP Code: _____ Home Phone: _____

Parent/guardian email address: _____

***EMERGENCY CONTACT AND PERSONS AUTHORIZED TO PICK UP MY CHILD: (Must be at least 16 years of age)**

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

**We reserve the right to request proof at any time.*

HEALTH INFORMATION

The information provided here will be held in the strictest confidence. It will be kept on file in our binder or carried by the program coordinator on field trips.

Allergies Yes No If yes, please list the allergies and describe the severity of the reaction (medication, seasonal, food, etc.)

If your child has any special need that requires specific accommodations so your child can fully enjoy the program, please contact Inclusion Services at (661) 290-2296, or inclusionervices@santa-clarita.com. To ensure appropriate accommodations, please request inclusion services a **minimum** of two weeks in advance.

Will your child need to take medication while at the program? Yes No

Any medication taken by your child must be brought in its original prescription container and a **separate form** must be completed.

*Staff cannot administer medication. Your child needs to be able to take the medication on their own.

PERMISSION TO PARTICIPATE

I have the authority and voluntarily agree for my child to participate in City operated activities or programs, or any extension thereof. I hereby waive, release, and hold harmless from any liability or claims for damages for personal injury, including death, as well as from claims or property damage which may arise in connection with such activities or programs, against the Supervisors, City of Santa Clarita, and its elected and appointed officials, agents, and employees. As a parent/guardian, I hereby consent to treatment of my minor child for any and all medical procedures deemed necessary as a result of accident or injury. I further agree to pay any and all costs incurred as a result of said treatment. I hereby give permission to the City of Santa Clarita to use my child(ren)'s photographs as they see fit for promotional purposes. I understand the photographs belong to the City and I will not receive payment of any kind.

I understand that my child will be participating in field trips. I hereby authorize my child to participate in these activities. _____ (initial)

I acknowledge that I have reviewed the Parent Handbook and Code of Conduct and agree to adhere to the policies and procedures outlined.
_____ (initial)

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

For Staff Use Only:

Membership #: _____ Date: _____ Staff Initials: _____



Parent / Guardian Handbook

(661) 290-2266

cccc@santa-clarita.com

santa-clarita.com/cccc

The City of Santa Clarita Recreation & Community Services Department welcomes you to seasonal programming offered at the Canyon Country Community Center! These programs offer 5-12 year olds the opportunity to participate in enrichment activities, crafts, games, and more led by City staff. All staff are First Aid/CPR-certified, have participated in a background clearance, and are trained in supervising children and facilitating group programs/activities.

Please review this parent/guardian handbook, as it will familiarize you with program expectations.

PROGRAM INFORMATION

The After School Program is offered every school day, Monday through Friday, from 2:30-6:00 p.m. This program is not offered during school breaks or on national holidays

DAILY SCHEDULE SAMPLE

2:30-3:00	Check-in/Welcome/Games
3:00-3:30	Separate Age Groups/Rules/Snack
3:30-4:00	Enrichment Activity/Creation Time
4:00-5:00	Academic/Homework Hour*
5:00-5:20	Reading Time
5:20-5:45	High Energy Activities
5:45-6:00	Check-out/Good-bye

*All children are required to work on their homework unless they do not have any. In this case, children will be provided with academic activities/reading. Schedule is subject to change.

ENROLLMENT

Parents must enroll their child(ren) each session before they attend the program. The After School Program is offered in two sessions. Session I begins on **Monday, August 19 through Thursday, December 19. Registration for session II is on Tuesday, November 12.** Session II begins on **Monday, January 13 - Friday, June 5, 2020.**

Registration is accepted on a first-come, first-served basis and will be accepted until maximum capacity of the program is reached. After the program is full, a waitlist will be formed. Please note this program is not a child care.

MEMBERSHIP

All Program participants must be a member of the Canyon Country Community Center. Membership is free and can be obtained at the front counter of the Center. Participants must bring their membership cards with them daily to check-in in order to participate in the program. There is a \$5.00 fee for a replacement card if the card is lost or forgotten.

REFUND POLICY

A full refund will be given when notice is received by staff at the front counter of the Canyon Country Community Center at least five working days prior to the start of the program. Requests received by the Center staff after this time, but before the second scheduled day will be refunded and assessed a \$14 administrative fee. No refund will be issued after the second scheduled day. Please note: there are no make-ups or partial refunds issued for days missed.

TAX ID NUMBER

For tax purposes, the City of Santa Clarita's Tax ID number is 95-4133918.

RECEIPTS

Receipts for payments will be emailed to the email address on file in the City's online registration system, Rec1. Please keep your receipts for tax and/or personal purposes. We do not distribute a cumulative total of program fees. Payment history can be retrieved on your Rec1 account at www.santa-clarita.com/seasons.

INCLUSION SERVICES

The After School Program is an inclusive program and we welcome all children to participate and have a meaningful and enjoyable experience. Through inclusion services, we provide reasonable staff support to make the experience successful. Children must be enrolled in the program prior to submitting an Inclusion Service Request form and two weeks' notice is required for all services.

For further information on Inclusion Services, please contact: **Inclusion Services** at (661) 290-2296.

SIGN-IN/OUT PROCEDURES

Participants are responsible for their transportation to the Center and checking in with staff. We cannot be responsible for your child unless they have signed in with staff. Once the participant has arrived and staff has checked them into the program, they may only be signed out by a parent/guardian or authorized adult on the registration form. Staff will check a photo identification and confirm authorization of individuals seeking to pick-up children from the program. Authorized persons must be at least 16 years of age. No exceptions permitted.

AUTHORIZATION TO WALK HOME

If you wish to have your child sign themselves out and walk home unaccompanied, you must speak with the program supervisor and complete a Sign-Out Authorization Form. Only children ages 11 and older may sign themselves out.

LATE PICK-UP POLICY

Please adhere to the agreed pick up time of 6:00 p.m. or earlier. There is a \$5 charge, per child, for each 15-minute increment, or portion thereof, that you are late in picking up your child.

Late charges will start at 6:00 p.m. The late charge is due and payable at the Center the day you are late. **Three late pick-ups will be reviewed and your child may be suspended or removed from programming.**

SNACKS

Snacks are not provided by the Center. It is strongly encouraged that you send a snack with your child each day. Parents/Guardians and children should be aware and mindful of any dietary restrictions or food allergies, if applicable. Staff will not monitor food or drink consumption.

PERSONAL PROPERTY

Please be sure to clearly mark your child's belongings. Be aware that possessions do get lost or misplaced, and we strongly discourage your child from bringing toys or anything of value. Cell phones and electronic devices are not to be used during the program. The City of Santa Clarita's Recreation & Community Services Department is not responsible for the children's personal belongings.

LOST AND FOUND

Please check to make sure your child has all of their belongings before leaving each day. Our staff will do their best to ensure that participants do not lose any belongings; however, we cannot be held responsible for any lost or stolen items. We recommend that participants keep all necessary items in a bag or backpack and refrain from bringing unnecessary items to the program. Any items placed in the lost and found will be kept on site for one week. After this time, all items in the lost and found will be donated to a non-profit organization.

ILLNESS POLICY

In order to keep staff and other participants healthy, we request that you keep children at home who are sick or showing symptoms of illness. Your child will be better served by staying home until he/she is feeling better.

Fever: If your child has a fever, he/she cannot attend. If your child develops a fever with a temperature of 100 degrees or greater, you will be called to pick up your child. Children should not return unless they have been fever free for 24 hours without the use of fever reducing medication.

Communicable Diseases: (i.e., chicken pox, measles) Please let us know if your child contracts a communicable disease so that we may inform other parents. Your child may come back when cleared by a doctor. For chicken pox, all spots must be dry.

Lice: If your child is found to have lice, you will be called to pick up your child since lice is highly transmittable. Before your child may return, he/she needs to be free of lice, as well as eggs. Please thoroughly clean wherever your child puts his/her head—car seats, sofas, towels, pillows, etc. to stop the infestation. We will also take steps to treat the Center (e.g. rugs, mats).

Additional illnesses and conditions where we ask that you keep your child at home include, but not limited to: vomiting and/or diarrhea within the previous 24 hours, runny nose with any colored discharge, sore throat, any unexplained rash, any skin infections, pink eye and other eye infections, continuous cough, or just not well enough to follow the day's routine.

If your child has allergies which result in a continuous runny nose, please bring a note from your child's doctor stating this. This is true for any condition that may appear to be infectious or contagious but is not. While at the Center, if a child displays symptoms of illness, he/she will be isolated and kept comfortable while the parent/guardian is notified. If the parents cannot be contacted, your emergency contacts will be called.

MEDICATION

Our staff is not permitted to administer prescription or non-prescription medication to children (exception Epi-Pens and Asthma Inhalers as staff is trained for emergencies only). Staff can only assist a child who can self-medicate and then only with written authorization of the parent. This includes Tylenol, cough medication, allergy medicine, etc.

If your child should need medication, staff will provide the medication to your child. The following instructions must be followed:

1. The medication must be brought in its original container to staff. If it is prescribed medication, your child's name must be on the container.
2. You must complete the Medication Consent Form providing written instructions indicating the quantity and time that your child is to take the medication, as well as any other directions. This form also gives written clearance to the City of Santa Clarita to provide the medication to your child.
3. Sign medication in on the Medication Log.
4. Please send only the daily dose of medication.
5. Sign medication out on the Medication Log at the end of the day.

INJURIES

Your child's safety and well-being is our number one priority. If your child is injured, the staff at your site will take whatever steps necessary to obtain medical care if warranted.

Minor accidents (bumps, scrapes): All minor accidents will be recorded in the First Aid Log. You will be notified of the injury and the first aid provided by the staff at the time of pick-up.

Bee Stings: Staff is not allowed to remove objects imbedded in the skin. In the event that your child gets stung by a bee, parents will be notified immediately and given the option to pick up their child or come to the park location to remove the stinger and allow them to return to the scheduled activities.

Head Injuries: If at any time a child injures their head, as a precaution, parents will be notified by staff informing them of the situation.

In the event of a major accident:

1. We will attempt to contact the parent/guardian first (if it is life threatening, 9-1-1 will be called first).
2. We will attempt to contact you through any person listed on the Registration Form.
3. If we cannot contact you, we will call an ambulance to have advanced medical care administered.

BATHROOM POLICY

All children will use the restroom in groups of at least two children. At no time, will children be in the restroom on their own. All children must be toilet trained and able to use the restroom independently.

DISCIPLINE POLICY

We strive to provide a fun and safe environment for all participants. In order to do so, each participant has a responsibility to act in a way that assures a positive experience for all. For that purpose, we have established the following rules:

1. Be safe
2. Listen to staff
3. Use appropriate language
4. Be respectful
5. Bullying of any kind will **not** be tolerated

PLEASE REVIEW THESE RULES WITH YOUR CHILD(REN).

In the event a participant doesn't adhere to the policy, the following Disciplinary Action Plan will be followed:

1. The participant will be given a verbal warning and staff will direct to a more appropriate behavior.
2. The participant will be given a time out away from the group and activity. Staff will explain what rule(s) have been broken, why they are receiving a time out, as well as the consequences for future negative behavior. The incident may be documented in the Behavior Log.
3. The participant will speak with the program supervisor and the incident will be documented in the Behavior Log for the parent/guardian to review and sign. A phone call to the parent/guardian may also be required at this time.
4. If the behavior persists, the participant will be removed from all activities and parents/guardians will be called to pick up the child. **If the child's behavior at any time threatens his/her immediate safety, or the safety of other participants or staff, the parent/guardian will be notified and expected to pick up the child immediately.**
5. If the negative behavior continues and the child is sent home a second time, the parent/guardian will be contacted by the Program Supervisor or Coordinator at which time a Behavioral Contract will be completed where expectations and consequences will be discussed.
6. In the event the participant continues to not meet the behavior expectations, he/she may be suspended or removed entirely from the program. **No refunds will be issued.**
7. The Program Supervisor reserves the right to forgo the Disciplinary Action Plan and commence immediate dismissal of a camper based on the severity of the behavior.

CODE OF CONDUCT

For continual enjoyment, program participants must abide by all posted rules at the facility as well as those outlined in this handbook that are specific to the program. By submitting the registration form for your child to participate in this program, you, on behalf of your minor child, agree to abide by the policies and conditions of the City of Santa Clarita's Recreation & Community Services Department's "Code of Conduct". (For complete Code of Conduct policy, see our website at santa-clarita.com and click on Registration or locate it on the back of the membership form).

REPORTING SUSPECTED CHILD ABUSE

In order to ensure the well-being of the children in our care, our staff are **obligated, under state law**, to report incidents of possible neglect or abuse to the Department of Children and Family Services (D.C.F.S.), and to cooperate in any investigation of such possible neglect or abuse. D.C.F.S. may send social workers and personnel to speak with the child in regards to any incidences of alleged child abuse and may legally do so without parent/guardian permission or consent. City of Santa Clarita staff are mandatory reporters and must follow California statute for mandatory reporting (Penal Code Section 11166). Staff may be subjected to criminal penalties if we fail to report such possible harm. Staff is not allowed to comment to parents, other staff, or any other person on the subject of reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. All child abuse investigations are a matter for D.C.F.S. or local law enforcement.

CONTACT

If you have any questions or would like further information, contact the Center at (661) 290-2266, or by email at cccc@santa-clarita.com.