

After School Sites

KidZone operates at the following six schools: Bryte Elementary, Elkhorn Village Elementary, Riverbank Elementary, Stonegate Elementary, Westfield Village Elementary, and Westmore Oaks Elementary. Club West operates at the following four schools: Elkhorn Elementary, Riverbank Elementary, Stonegate Elementary, and Westmore Oaks Elementary. Your child must attend his or her home school.

About KidZone

The KidZone after school program is funded by California's Proposition 49: ASES Grant. The After School Education & Safety (ASES) grant provides funding for children to attend the KidZone program for free! KidZone is an academic-recreation-enrichment program for elementary aged children. Children must be currently enrolled in Kindergarten – 5th grade at one of six area elementary schools that we service. Kindergartners are welcome to attend if they are in the afternoon or extended day sessions; KidZone is not staffed until after the release of the extended day. Please note: *KidZone is not a licensed childcare program or daycare.* Under California State Law, we are a license-exempt recreation program. Because of funding purposes and specific school needs your child may only attend his/her home school. Our program is structured to include academic time, healthy snack, various recreation indoor and outdoor games, arts & crafts, and enrichment activities. A daily activity schedule is posted at each site.

Minimum abilities required to participate:

In order to properly maintain a safe and healthy environment of all children attending KidZone, children must maintain the following minimum standards:

Ability to understand and follow basic directions and rules of the program in order for staff to maintain proper supervision and safety standards.

Ability to maintain basic self-control to insure the safety of themselves and others in the program.

Ability to handle own personal hygiene/bathroom needs.

About Club West

The Club West after school program is funded by California's Proposition 49: ASES Grant. The After School Education & Safety (ASES) grant provides funding for teens to attend the Club West program for free! The revamped Club West is an academic-recreation-enrichment program for middle school students. Teens must be currently enrolled in 6th – 8th grade at one of four schools that we service. Because of funding purposes and specific school needs your teen may only attend his/her home school. Our program is structured to include academic time, a healthy snack, various recreation indoor and outdoor games, arts & crafts, and enrichment activities. A daily activity schedule is posted at each site.

Attendance

Due to the nature of our funding source, the State guidelines require children to regularly attend. If your child attends the regular day school day, he/she must attend the after school program daily. You will be contacted if your child has an unexcused absence, after three (3) unexcused absences your child may be dropped from the program. If your child is seriously ill or a long-term emergency arises, please inform your Site Leader or the Parks & Recreation Office at (916) 617-4620 and let us know so your child will not be

dropped from the program. If you are unable to adhere to the attendance guidelines, your child may be in risk of being dropped from the program. A letter may be sent home informing you of your risk of losing the program. If your child needs to be released early from the programs for a scheduled activity (i.e. practice, tutoring, etc.) please sign out using the early release sheet, ask your Site Leader for more details. If an appointment is scheduled during program please inform your Site Leader your child may be leaving early or absent from the program, this is considered an excused absence.

Sign In/Out Procedures ****IMPORTANT****

When children arrive on site, children will sign in the program using their KidTrax card to the electronic attendance system. **At the end of program, a parent, guardian, or other authorized adult is required to walk-in and sign the child out for the day, using the KidTrax card.** *If someone who is not listed on the roster is going to be picking the child up, please notify the staff with a written note at least one day in advance.* That person will then be required to show ID. Children may NOT walk home from KidZone. Club West participants may sign themselves out with the proper permission slip on file.

Late Start/Early Release Policy

KidZone & Club West have been made available to your child through the State of California After School Education and Safety (ASES) program funding. As a funding requirement, students are expected to attend program daily for a minimum number of hours. Families who are unable to commit to the program hours and expectations may be in risk of losing their spot.

The City of West Sacramento understands that situations do occur that cause students to leave early or miss a day of program on occasion. The bulleted items contain examples of excusable reasons for signing out of KidZone or Club West early or missing program.

Medical Appointments

Family Emergency

Illness

Parallel Program (school sponsored activities, Girl Scouts or Boy Scouts, sports league, band, choir, etc.)

Parental Choice-picking your child up daily before 5:00 pm is not grounds for daily use of parental choice

KidZone & Club West highly encourages students to attend Monday – Friday after school until 6:00 pm in order to gain the most benefit from the program. Suspension from school is NOT an excused absence.

All late start and early dismissals will require a parent/guardian to sign out on a special sign-out sheet, in addition to the electronic sign-out procedure. For reasons of late start or early dismissal over an extended period of time, please complete and return the early release form.

Excessive use of the early release policy may jeopardize your position with our program. We reserve the right to speak with families who may be overusing the early release policy.

Late Pick-Up

Programs close at 6:00 pm. If a child has not been picked up by 6:15, the staff will contact a parent/guardian. If an authorized adult is unable to be reached and the child is not picked up by 6:45 pm, staff will notify the proper authorities. Parents will be required to sign a late pick up notice, after each late pick up. After five (5) late pickups you will lose your position in our programs. If you are going to be late picking up your child, you must notify your Site Leader.

Registration

Returning program students will have priority when registering for an after school program. At the end of the last semester registration packets will be distributed to parents, packets are due at the end of the school year. We will allow siblings of current enrolled students to have priority registration. If space permits, open registration will be available on a selected date prior to the start of the school year.

Waitlist Policy

KidZone & Club West have been made available to your child through the State of California After School Education and Safety (ASES) program funding. Both programs are extremely popular and for that reason many sites fill up quickly. Once programs are full, waitlists are started. Due to the nature of our program positions are filled based on grade level availability and not necessarily first come-first serve, we reserve the right to handle special cases accordingly.

Dates/Times

Both after school programs run Monday through Friday from school dismissal until 6:00 pm. We are open on all school days, including minimum days, but are closed during all school holidays and breaks. Programs begin the first day of school and are open until the last day of school.

Field Trips

In the event a program attends a field trip parents/guardians will be required to fill out a field trip permission slip prior to the trips. **Please read the permission slip carefully to make sure you know of any special items your child may need for this day.** On field trip days, please make sure your child wears appropriate clothing, including footwear so they may fully participate. Field trip permission slips will be sent home with your child in advance with more information about the specific trip.

Nutritious Snack

A nutritious snack will be provided to students during the program. Snack is provided by the Washington Unified School District and is delivered to the site daily. Please notify your Site Leader if your child has any known allergies. Additional snack is not necessary; however, if a child brings their own snack, students will be allowed to eat during snack time. If this becomes an issue your Site Leader will speak to you.

Academics/Homework

We have partnered with your child's school in order to assist the students' needs. Each day participants will have a designated amount of academic time, consisting of

homework, small group instruction, and/or academic games/activities. **Please note that students may or may not complete homework during program, we are not a homework club or center. Students may only spend 30-45 minutes working on homework.** Adequate time is given during the week to work on homework. At some sites, students receiving packets for homework will be provided an hour on Tuesday & Thursday to work on their packet, staff will use energizers and quick games to break this time up. This time will likely be scheduled towards the end of program. If there is no school on a Friday, homework time will be on Wednesday instead of Thursday. Students receiving daily homework will be provided 30-45 minutes daily towards the end of the program. All students remaining in the program at 5:30 will condense in one central location and will be given additional time to work on homework. Staff is unable to check each child's homework daily, please continue to check your child's homework for accuracy and completeness. If you prefer your child not work on their homework at KidZone/Club West, please discuss with your Site Leader.

Recreation

We will continue to provide recreation opportunities for students including: arts & crafts, games, sports, and other special recreation activities. At least 30 minutes of physical activity will be provided at least four days a week. Other recreation activities may be scheduled for 2-3 times a week. Each program will have various club sessions throughout the school year, typically clubs meet one day a week. "Free time" or "free play" will be minimal during program hours.

Enrichment

We strive to develop students' awareness, character, and self-esteem. The enrichment portion of KidZone and Club West will provide the tools necessary for children to live a healthy and responsible life. Enrichment activities may include: fine arts, character development through curriculum and play, nutrition education, etc. Enrichment components will be scheduled throughout the year, and will follow a weekly schedule. Outside instructors may provide extra enrichment services to the students. Classes such as hip/hop dance, fine arts, and martial arts may be provided.

Behavior Policy

Each site provides universal guidelines and uses specific disciplinary procedures to coordinate with the day to day operations of the school. Children are required to follow the school day rules in the after school programs. If an inappropriate behavior escalates or continues, a Behavior Report will be used to document the incident and inform the parent/guardian. In addition, certain behaviors will warrant an automatic Behavior Report: acting out physically towards another individual, the use of profanity or derogatory remarks towards another individual, stealing, vandalism, leaving site without permission, refusal to follow program instructions or rules, other behaviors at the Site Leaders discretion.

The main purpose of the Behavior Report is to inform parents of behavior issues so that they can help to correct the behavior issue before it escalates and to help identify behavior patterns in order to help correct behavior issues.

Behavior Report Guidelines:

When a behavior issue arises staff will use the methods above to defuse the situation. If

the behavior issue persists, staff will have the child take a “break” from the current activity. If the behavior issue continues after taking a “break” then a Behavior Report will be issued.

If the cause for the Behavior Report is severe enough, i.e. violence, vandalism, or any behavior that is deemed uncontrollable, a parent/guardian will be notified and the child will be sent home for the day. At the time the authorized adult picks up the child the Behavior Report will be reviewed with the parent/guardian and signed by both the parent and child. At which time the parent will be provided a copy of the report for their records.

Upon receipt of the 2nd Behavior Report the child will be sent home for the remainder of the day and suspended for the following attendance day.

Upon receipt of the child’s 3rd Behavior Report the child will be sent home for the remainder of the day and suspended for the following two (2) attendance days. In addition, the parent/guardian must attend a meeting or participate in a conference call with the Site Leader, Recreation Coordinator or Supervisor, and the Site Coordinator to determine a behavior action plan for the child. The child should not be present at the conference.

Upon receipt of the child’s 4th Behavior Report the child will be sent home for the day and expelled from the program for one calendar year. After one year has passed the child may be allowed back into the program with the Recreation Supervisor’s permission, pending availability. If your child is suspended or expelled from the program you must pick up your child from the site within 45 minutes.

To maintain our commitment to safety and providing an enjoyable place to be for all participants we reserve the right to drop a participant at anytime for the following reasons:

Non-cooperation by the participant or **Parent/Guardian**.

Physical contact or verbal confrontation towards another child or leader by a participant or **Parent/Guardian**.

Inappropriate/explicit behavior towards another child or leader by a participant or **Parent/Guardian**.

What to Bring

All children should wear comfortable clothing and closed-toe shoes. Flip-flop/thongs or sandals are not suggested, due to the active nature programs. Please be aware that even though precautions are taken, some activities may result in stains on clothing. If you wish, your child may change into play clothes after school; however, they still MUST follow the school’s dress code. To help insure that all backpacks and jackets go home with the right child, please label all items brought to program with your child’s first and last name.

What NOT to Bring

The City of West Sacramento is not responsible for lost or stolen items. Please make sure your child does not bring the following items:

Toys

Electronics

Weapons

Inappropriate material

Items worth monetary value

Club West participants may have certain electronic devices, if it becomes an issue participants will be asked to put items away. Please talk to Jennifer Hall, Recreation Coordinator, for additional information.

Cell phones are not necessary, if you need to reach your child, please contact the site phone.

Supply Donations

Those household items you may throw away could be very valuable to our staff and participants. Sites often look for items like milk cartons, baby food jars, paper towel rolls, and magazines for arts and crafts projects. Speak to your child's site if you have unwanted items you think our staff may find useful.

Parent/Guardian Involvement

Parents and guardians play a vital role in the lives of their children. It is our desire that you are also involved with our program. Do you have a special talent or hobby that could enrich the lives of the children in our program? If so, please speak to your child's Site Leader to arrange a time for you to be a guest speaker. We also ask parents to complete site evaluations every once in a while to provide feedback to the Recreation Coordinator. However, we do ask that you do not stay with your child for the duration of the program; it makes it very difficult for students to focus on their activities.

Health/Wellness

Children who are ill or have a contagious disease (i.e. chicken pox, pink eye) are not allowed to attend KidZone or Club West while infected. We offer very active programs and if children are too sick to participate in the full program, they need to be kept home. If your child becomes ill at program you will be notified and must arrange to have your child picked up immediately. Please notify the staff if your child has been exposed to any contagious disease or condition (measles, chicken pox, lice, etc.), so we can notify other parents immediately. You will also be notified in the event that your child is injured.

KidZone Contacts

Bryte 533-2297	(916) 533-2229	Stonegate	(9 1 6)
Riverbank 533-2293	(916) 533-2472	Westfield	(9 1 6)
Elkhorn 533-2854	(916) 533-2499	Westmore	(9 1 6)

Club West Contacts

Elkhorn 826-1059	(916) 275-9622	Westmore Oaks	(916)
Riverbank 826-1005	(916) 373-5877	Stonegate	(916)

After School Schedule

Monday- Friday

Regular days: 2:30 pm to 6:00 pm (and at the release of kinder-bridge)

All minimum days: directly after school to 6:00 pm

Holidays/Breaks (NO PROGRAM):

September:	February:
5 th - Labor Day	17 th - Observation of
President's Day	
November:	20 th - Observation of
President's Day	
11 th - Veteran's Day	April:
21 st -27 th - Thanksgiving Break	2 nd - 6 th - Spring Break
December:	May:
18 th – Jan 2 nd - Winter Break	28 th - Memorial Day
January:	June:
16 th - Martin Luther King Day	7 th - Last Day of School

Contact Information

City of West Sacramento, Parks and Recreation Department
1110 West Capitol Avenue, West Sacramento, CA 95691

Phone: (916) 617-4620

Jennifer Hall Recreation Coordinator Supervisor	Brandi Dionne Recreation
HYPERLINK "mailto:jenniferh@cityofwestsacramento.org" jenniferh@cityofwestsacramento.org	HYPERLINK brandid@cityofwestsacramento.org
Martina Arenas WUSD Lead Program Contact Supervisor	TBA WUSD Program
(916) 375-7600 x1313	

HYPERLINK "mailto:marenas@wusd.k12.ca.us" marenas@wusd.k12.ca.us

City of West Sacramento & Washington Unified School District

Parent Handbook 2011-2012 School Year

Welcome!

The Parent Handbook is designed to help you and your child become familiar with our programs. Please review this handbook for any questions you might have about our after school programs.

PROGRAM/BEHAVIOR CONTRACT

This portion must be completed and submitted to your Site Leader.
I have read the Parent Handbook and fully understand its content. Furthermore, the significance of these standards has been explained to the youth participant.

Parent/Guardian Signature

Parent/Guardian Name (printed)

Date

Participant Signature

Participant Name (printed)

Date