

**TRUCKEE - DONNER RECREATION  
AND PARK DISTRICT**

**GLENSHIRE KIDS KORNER  
(before and afterschool programs)  
K—5**

**2017—2018**

**PARENT HAND BOOK:  
Policies and Procedures**

**GKK PHONE NUMBER: 448-1103  
TDRPD OFFICE: 582-7720**

**Site Coordinator: Amy Bolton  
amy@tdrpd.org**



# **WELCOME :)**

## **PROGRAM OVERVIEW:**

Welcome to the Truckee-Donner Recreation and Park District's before and after school programs known as "Kid's Korner". Glenshire Kid's Korner is located at Glenshire Elementary School, modular #31. Program hours are 7:10 a.m. to 9:00 a.m. (before school) 1- 3:10 pm (after Kindergarten), and 3:10-6 p.m. (K-5) on regularly scheduled school days. We provide a program for early release days on site and holidays programs will take place at the Community Recreation Center.

### **2017– 2018 Calendar**

Kid's Korner will be closed on the following days:

Please see T.D.R.P.D. Brochure for Holiday Camp Programs at the Community Recreation Center!!

Labor Day	Monday, September 4, 2017
Teacher Contract Day:	Monday, October 2, 2017
Veteran's Day	Friday, November 10, 2017
Thanksgiving	Wed.— Fri. November 22—24, 2017
Winter Break	Dec. 22, 2017 - Jan. 5, 2018
Martin Luther King	Monday, January 15, 2018
Ski Skate Week	Mon. – Fri. Feb. 19– 23, 2018
Spring Break	Mon. – Fri. April 9 - April 13, 2018
Memorial Day	Mon. May 28, 2018

**\*\*Kid's Korner may be closed the last two days of school depending on Camp Trudaca set-up and staff training.**

### **PROGRAM ACTIVITIES & GOALS:**

The purpose of Kid's Korner is to provide a safe, healthy environment for elementary age children to experience peer socialization and recreation. Daily activities include: indoor gym organized games, crafts, homework, story, snack, free time and outdoor play. Monthly activity and snack schedules are posted at the site for your convenience.

In order to meet the physical, social, emotional, and recreational needs of children the program will:

- Provide children a secure environment staffed by warm, friendly leaders.
- Offer activities that will promote self-esteem, confidence, and responsibility.
- Encourage children in creativity and develop decision-making skills by providing choices within set limits.
- Provide recreation, social, and academically oriented activities.

### **GENERAL INFORMATION:**

Glenshire Kid's Korner is state licensed and complies with all regulations that establish facility requirements, fire clearance, staffing ratios, criminal record clearances, fingerprinting clearances, as well as staff education and experience requirements. In order to comply with state licensing, parents are required to fill out state forms. Please be sure to complete all the necessary forms, and, read all the information required for enrollment into "Kid's Korner" programs. We look forward to providing a safe, fun and entertaining program for your child.

### **SNACK:**

Glenshire Kid's Korner: An afternoon snack is provided after gym time around 4:00pm each day. If a child is signed up from 3 – 4 only, a snack will not be provided. Snack schedules are posted in advance for your viewing. If a child does not like what is being served no substitutions will be made and parents will be asked to provide a snack for their child. If a child has an allergy to something, we try our best to accommodate them, but sometimes it is not possible.

### **ADMISSION PROCEDURES & ENROLLMENT:**

Kid's Korner is open to elementary school children enrolled in grades K-5<sup>th</sup> and registration is taken on a monthly basis and is first-come first-served. Glenshire Kid's Korner is located at Glenshire Elementary School, modular #31. To register, each child must have a registration packet and emergency form on file. Monthly calendars must be completed by a parent/guardian and returned with payment, by the last working day of the month **prior** to the month the child will be attending. This will ensure your child a spot in the program. Staff cannot guarantee or reserve space in any program until payment has been received. Calendars returned **on or after** the first day of the month will be charged a late fee of \$10.00. **Numerous late calendars may result in additional fees.** Drop-in registration is available, on a space available basis, for families with fluctuating schedules. Parents **MUST** call Kid's Korner and reserve a spot for your child. Leaving a message will not save a space. Verification from staff is required for drop-ins. Drop-ins will not be taken if there is an outstanding balance on the family account.

### **PROGRAM FEES & PAYMENTS:**

Registration is done on monthly calendars and fees are paid by hourly usage. See below for the fees. Calendars will be distributed at the program site by the first of each month, as well as on-line. Calendars are also available at the rec. office or on our website at [www.tdrpd.org](http://www.tdrpd.org). You may pay for up to 3 months at a time. Parents are responsible for completing the calendars and returning them, with payment, by the last working day of the month. If a parent fails to do this, calendars are considered late. **A late fee of \$10 per family will then be charged.** All late calendars must be turned in to Kid's Korner staff only. Faxed or on-line calendars will not be accepted after the last day of the month. **Kid's Korner payments can be made by cash, credit card or check. Checks must be made out to T.D.R.P.D., not Kid's Korner. We do not accept out of state checks. A driver's license number must be written on each check.** Children who attend the program without a calendar will pay drop-in fees.

**Hourly fee for Kid's Korner is \$4.75.** Punch cards are available for parents with varying schedules. Punch cards are in blocks of 10 hours can be purchased for \$52.50 These cards are kept on file at the site and can be used to pay for drop in hours or for days when extended hours of care are needed. Be aware these punch cards are only good for the school year. **Refunds are not given for unused punch card hours or unused daily calendar hours.** The daily drop-in rate is \$5.75 per hour.

### **CREDIT POLICY:**

Programs are staffed according to enrollment, which makes crediting for non-attendance very difficult. However, a credit may be issued if illness results in an absence of 3 or more consecutively scheduled days, and, the program staff are notified on each scheduled day of the illness. A doctor's note may be required. If you have to make changes (transfer hours around) to your calendar after it has already been turned in, you must send in your changes in writing and you will be charged a \$5.00 transfer fee per month. Cancellations must be made 24 hours in advance and those hours may only be re-used within the same month. **No credit is ever issued when a cancellation has been made the day of attendance.**

### **DROP IN ENROLLMENT:**

Drop in arrangements must be made directly with program staff, not at the Recreation Department Office, and, are accommodated on a space available basis only. We recommend calling at least the day before because program staff may not be immediately available to verify or deny your request. The drop in rate is \$5.75 per hour; however, existing punch cards can be used as a method of payment for drop in hours. If you make drop-in arrangements and you then cancel you may still be

charged. **Purchase of a punch card does not reserve a space in Kid's Korner.** Parents must call and confirm availability with staff prior to attending the program.

#### **SNOW DAY POLICY:**

Glenshire Kid's Korner is closed on snow days. We will hold a separate "Snow Day" program at the Community Rec Center from 9—5pm. We will not provide a snow day program if there is no power at the rec center or the National Weather Service has declared it unsafe for all residents to be out on the roads. Call the office at 582-7720 to confirm there will be a program offered or call the Glenshire Kid's Korner phone number at 448-1103 and listen to an updated message. Registration is taken at the Community Center beginning at 8 a.m. or on-line and space is limited. Enrollment is taken on a first-come, first-served basis only. The snow day fee is \$37.00. If a child was paid for Kid's Korner and it was a snow day, a credit will be issued to your account to be used for future hours.

#### **LATE STARTS:**

When the school district calls a late start, it means all schools will start 2 hours later than normal. So, if school starts at 9:10 am, it will then start at 11:10 am. Glenshire Kid's Korner will operate on that same schedule. We normally open at 7:10 am. On a "late start", we will start at 9:10 am. We will take the children who are already signed up for that morning first and if space is available, we will open to drop-in participants. Call 448-1103 after 9:10 am to see if space is available.

#### **ATTENDANCE POLICY/MISSING CHILDREN:**

**Parents must call the Glenshire Site at 448-1103 if a child will be absent.** When calling to notify of absence, inform the staff of the child's name and the program day, date and hours to be missed. If no message of an absence is given to staff, and your child does not show up to our program, we will presume that your child is missing. If it takes staff longer than 5 minutes to locate the whereabouts of a missing child a **"\$5 missing child fee will be charged."** This fee will not apply to children that are actually missing. A missing child is treated seriously; all the numbers on the emergency form are called in an effort to locate the child. On a regular school day, if a child does not attend school or is sent home from school, he or she is not eligible to attend Kid's Korner on that day. Absence due to long term illness or injury will be considered for refunding on a case-by-case basis.

#### **SIGN-IN/SIGN-OUT:**

State licensing requires parents to sign children in and out of the program (**NO INITIALS**) each day. No child may leave a program without being signed out by authorized persons listed on the TDRPD Emergency Form. A parent is always able to sign out his/her child unless legal documentation is on file with TDRPD staff that denies custody to that parent. In the event someone not listed on the emergency form must pick up a child, staff must receive a written note from the parent/guardian specifying who will be picking up the child. **Picture identification may be required of the person picking up the child.**

#### **EARLY DROP-OFF AND LATE PICK UP POLICY:**

The Glenshire Kid's Korner program opens at 7:10 am. Staff arrives at 7:00 a.m. and sets up until the program opens at 7:10am.. Please respect our morning time and don't drop off your child until 7:10am. **Parents of before school children MUST walk their child into the program and sign them in.** Kid's Korner ends at 6:00 p.m. **A late charge of \$5 will be charged for pick up between 6:01 and 6:05 p.m., and a charge of \$25 for pick up between 6:06 and 6:15. For pick up between 6:16 and 6:30 p.m., the total fee charged is \$30.00.** Staff does not have the ability to waive late fees and they will be strictly enforced. To prevent a large late fee, keep the emergency form up to date. Provide names and current phone numbers of local people who can help in an emergency. If a child is not picked up by 6:30 p.m. the child will be placed into protective custody.

### **EARLY RELEASE DAYS:**

Glenshire Elementary has one early release day each month, and a series of 5 in October for conferences. This means all grades will be released early at 12:50pm. Kid's Korner will offer a program for K-5 grades starting at this time. These are the dates: Sept. 13, Oct. 11, Oct 23—27, Nov. 8, Dec. 6, Feb. 7, March 14, May 9, June 19.

### **BEHAVIOR POLICY:**

Discipline at Kid's Korner is used as a "learning opportunity" rather than a "punitive experience". Leaders encourage children to respect themselves, each other, staff and property. Program leaders go over rules often. When children violate program rules, discussion with the child will occur to make sure he or she understands the undesired behavior. If continued violation occurs, a written report will be filed and parents will be notified of behavior problems. Staff will not discuss disciplinary issues regarding other children in the program. In most situations the children work out disagreements quickly. Reoccurring behavior problems can lead to suspension or permanent expulsion from the program if determined to be necessary by program staff. In the event of a physical fight, parents of the children involved will be called immediately to pick up their child. It is our responsibility to provide a safe and secure environment for all program participants. We ask that parents and staff work together as a team on these issues.

### **PERSONAL BELONGINGS:**

Children are responsible for their personal belongings. Staff will not be held accountable for lost articles. Children are asked to bring a backpack for supplies and to **please leave personal toys and electronics at home!**

### **ILLNESS & INJURY:**

Please keep children at home when signs of infections or illness appear. This is for the child's own welfare as well as the welfare of others. A child is contagious at the onset of cold symptoms: weepy eyes, coughing/sneezing, runny nose, and should be kept at home until these signs disappear. At no time will a child with a fever, vomiting, head lice or other contagious affliction be allowed at Kid's Korner. If a child's health is questionable to the staff (fever, vomiting, etc.) parents will be asked to pick-up the child immediately. **Parents are expected to pick up the sick child within 45 minutes. If it takes longer a late fee may be charged.** If a child does not attend school on a regularly scheduled school day due to illness, he or she is not eligible to attend Kid's Korner. Kid's Korner does not have the facilities or staff to care for sick children.

If an accident occurs during the program, staff will notify a parent/guardian as soon as possible. Please keep phone numbers and emergency contacts current. Program staff is trained in CPR & First Aid and will handle emergency situations as they have been taught. With the exception of life-threatening emergencies, effort will be made to reach an emergency contact person before calling professional medical personnel. If staff decides a child needs immediate medical attention, professional medical personnel may be called to transport the child to the hospital. If a child has been exposed to a communicable disease, at a TDRPD program, a notice will be posted at the site.

### **MEDICATION:**

If a child needs medication during Kid's Korner hours, directions for use and written permission from a parent must be on file. Medication authorizations can be found on the TDRPD Emergency Form. Only prescription drugs in their original containers (including the child's name and the date) will be administered. No over-the-counter medication will be given without written instructions from the physician (no aspirin, cough drops, or pills of any kind –especially those found in little baggies). If there are specific medication treatments, i.e., nebulizers, inhalers, epi-pens, etc, the parent must train the staff how to use them. If medication is to be given at both school and Kid's Korner there must be two separate containers.

**TERMINATION POLICY:**

Participants may be expelled from the program for the following reasons:

1. The child's behavior is having an adverse affect on other children.
2. Discipline or behavior problems require excessive staff time or added staff.
3. Program payment is 5 days or more past due.
4. Children are not signed in and out on a daily basis. **NO INITIALS.**
5. Continual late pick up.
6. Failure to comply with program health policies.
7. Failure to complete and return required paperwork.

**For questions or concerns, please call Amy Bolton, Site Director at Glenshire Kid's Korner,**

**448-1103 / amy@tdrpd.org**

**Thank you for choosing the Truckee Donner Recreation and Park District's Kid's Korner.**

**We look forward to a safe and fun year with your child!!!**

**Glenshire Kid's Korner**

**530-448-1103**

**License #293605858**

**Truckee Recreation Center**

**530-582-7720**

**www.tdrpd.org**





Truckee Donner Recreation and Park District  
Admission Agreement

I, \_\_\_\_\_, the parent of \_\_\_\_\_ have received and read a copy of the information packet for the program that my child will be attending: Kid's Korner. I understand the policies described and agree to their enforcement.

\_\_\_\_\_ (initial)

**Refund/Transfer/Payment Due Policy**

Program fees are NON-REFUNDABLE. Refunds requested as a result of a child's extended injury or illness is reviewed on a case-by-case basis and will result in a \$15 processing fee. The parent must notify the Kid's Korner Program in a timely manner and provide a doctor's excuse when requesting a refund or extended injury or illness. A child removed or suspended from the program by program staff for inappropriate behavior, is not entitled to a refund. Transferring calendar hours will be a charge of \$5.00. Calendars and payment are due no later than the last working day of the month prior to the registration month. A \$10 late fee will be charged to calendars returned on or after the first day of the month and calendars will be accepted on a space available basis only.

I have read and understand the refund/transfer/payment policy.

\_\_\_\_\_ (initial) \_\_\_\_\_ Date

**Child Care Licensing**

The Department of Social Services, Child Care Licensing has the authority to interview children or staff without prior consent. The licensee shall ensure provisions are made for private interviews with any child(ren) or staff members. The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



Youth Program Emergency Information

\*\*\*Please print ALL information clearly\*\*\*

PROGRAM NAME(S): Glenshire Kid's Korner, Community Rec Center Kid's Korner, Holiday Camps, Snow Day Programs, End of Summer Mini Camp

Child's Name: Last First M/F Birthdate: Age: Grade: Fall 2017

Child's Name: Last First M/F Birthdate: Age: Grade: Fall 2017

Child's Name: Last First M/F Birthdate: Age: Grade: Fall 2017

Mailing Address:

Physical Address:

\*Guardian's Name: Birthdate: Home Phone: Work:

E-Mail address: Cell: Relationship to Child:

\*Guardian's Name: Birthdate: Home Phone: Work:

E-Mail address: Cell: Relationship to Child:

Allergies with Special Instructions:

Physician's Name: Phone Number:

\*If staff is to administer medications to your child please fill out the following: (Please give staff medications in original container)

Type of medication: Purpose: Daily amount prescribed:

Times to be administered: Special Instructions:

Medication Start Date: Medication End Date:

Emergency Contacts and others authorized to pick-up: (Other than guardians)

Name: Number: Relationship:

Name: Number: Relationship:

Name: Number: Relationship:

TRAVEL/FIELD TRIP PERMISSION

I give my permission for my child(ren) to accompany the program(s) listed on this form on local and out of town field trips, either walking, or in District Vehicles. I am aware that travel and/or transportation may be part of the program(s), and schedules of any such trips are available in advance.

Signature: Date:

PHOTOGRAPHIC RELEASE

I understand that photographs may be taken of my child(ren) during TDRPD programs or events. I give Truckee-Donner Recreation and Park District permission to use any such photos for advertising or in promotional materials.

Signature: Date:



Youth Program Emergency Information, Registration, Agreement, Waiver & Release Form

Table with 4 columns: Program Name, Dates & Times, Initials, Date. Rows include Glenshire Kids Korner, Community Recreation Center Kids Korner, Specialty Holiday Camps, and Snow Day Program.

I have carefully read the description(s) of the program(s) for which I/we are registering, for myself and/or for my child. By initialing and dating next to each class I have listed above, I am consenting and agree to the terms and conditions of this "Agreement, Waiver and Release" for each class added to this form since my original signature date. \_\_\_\_\_ (initial required)

REFUND/VACATION/TRANSFER/PAYMENT DUE POLICY

No refunds will be given for one-time classes, trips, tours, camps or special events. Refunds will be given if TDRPD cancels a class. Refunds/credits requested as a result of a child's extended injury or illness will be reviewed on a case-by-case basis.

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

CONSENT TO TREAT

I, the undersigned parent/legal guardian of \_\_\_\_\_, a minor, do hereby authorize and consent to any X-ray, examination, anesthetic, medical, or surgical procedure rendered under the general or specific supervision of any member of the medical staff and any emergency room staff licensed under the provisions of the Medical Practice Act and on the staff of any acute care general hospital holding a current license to operate a hospital from the State of California Department of Public Health.

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

AGREEMENT, WAIVER AND RELEASE

In consideration for being permitted by the Truckee-Donner Recreation and Park District to participate in the above activity(ies), I hereby waive, release and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity.

Parental Consent (to be completed & signed by parent/guardian if participant in under 18 years of age)

I hereby consent that my son/daughter, named above, participant in the above activity(ies), and I hereby execute the above Agreement, Waiver and Release on his/her behalf. I state that said minor is physically able to participate in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LAIBILITY AND A CONTRACT BETWEEN MYSELF AND THE TRUCKEE-DONNERRECREATION AND PARK DISTRICT AND I SIGN IT OF MY FREE WILL.

Signature: \_\_\_\_\_ Printed Name \_\_\_\_\_ Date: \_\_\_\_\_