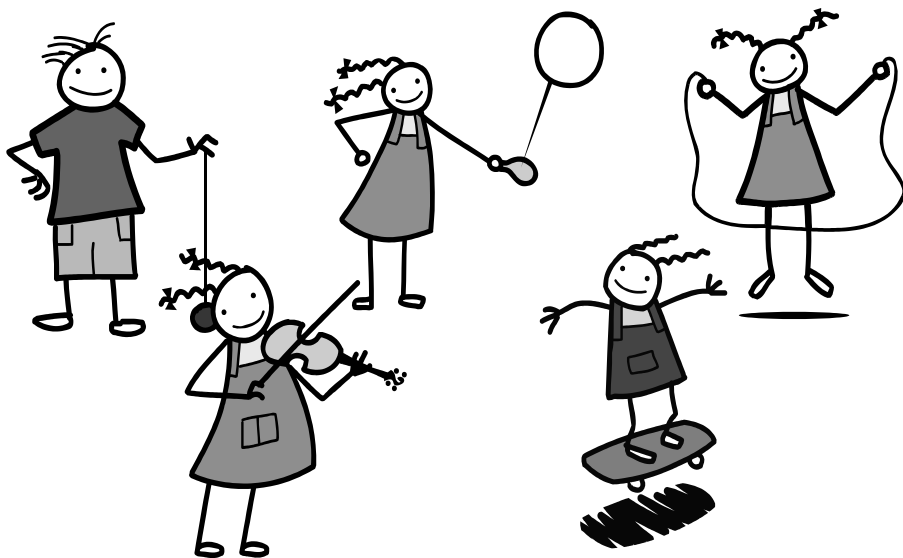


# Kid's Club

Recreation Program

## Parents Guide



**City of Yucaipa**  
Community Services Department

# City of Yucaipa Kid's Club Parents Guide

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# City of Yucaipa Community Services Department

34900 Oak Glen Road, Yucaipa, Ca 92399



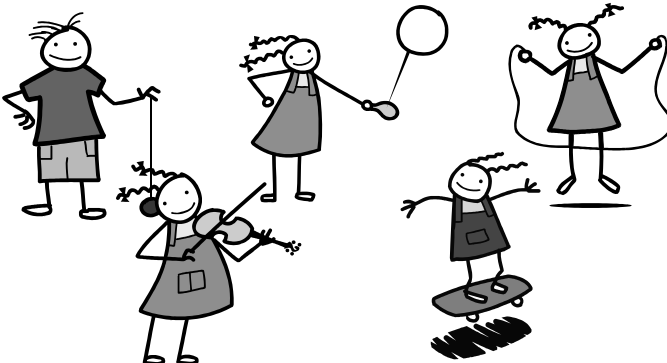
Phone: (909) 790-7460

**Mailing Address:**  
34272 Yucaipa Blvd  
Yucaipa, CA 92399

## Program Locations:

- Calimesa Elementary School
- Chapman Heights Elementary School
- Dunlap Elementary School
- Valley Elementary School
- Wildwood Elementary School
- Yucaipa Community Center
- Inland Leaders Charter School

**Kid's Club** is a non-licensed Recreation Program



# Welcome to Kid's Club

## Purpose & Goals

Our "Kid's Club" Recreation Program is structured as a drop-in program which offers a variety of activities that include crafts, sports, games, and special events. Our staff will work to create an atmosphere in which each child is accepted, supported and encouraged to develop social and recreation skills. It is our goal to help each child develop wholesome social relationships while providing appropriate recreational activities.

## Kid's Club Recreation Program Locations

The City of Yucaipa utilizes 7 convenient facilities to accommodate working parents. The Kid's Club Recreation Program sites are located at elementary schools and at the Yucaipa Community Center.

### Recreation Site

### Location

Calimesa Elem.	Cafeteria/MPR
Chapman Heights Elem.	Cafeteria/MPR
Dunlap Elem.	Cafeteria/MPR
Ridgeview Elem.	Community Center
Valley Elem.	Cafeteria/MPR
Wildwood Elem.	H-7
Inland Leaders C.S.	Portable #25

## Program Rules

Participants in the "Kid's Club" Recreation Program are expected to:

- Listen to and obey all Recreation Leaders
- Be Responsible for all personal belongings
- Use a quiet voice inside
- Put away toys and games when finished
- Refrain from littering
- Refrain from fighting
- Talk to a Recreation leader if a problem arises
- Refrain from foul language and name calling
- Walk instead of running inside any building
- Refrain from climbing on trees, chairs or tables
- Follow all school site rules and regulations

Discipline policies shall be tailored to meet the needs of the specific program. Positive reinforcement principles will be used in dealing with children.

However, if necessary, short "time-outs" will be issued. After three verbal warnings, the parent will be notified in writing.

After three written notifications, the parent will be contacted by the Recreation Supervisor to schedule a conference.

If problems persist after trying to correct a given situation, the City of Yucaipa reserves the right to suspend a child from the recreation program.

# Kid's Club

## Before & After School Program

The morning hours offer spontaneous activities that will ease the child's entry into the structured school day. The afternoon schedule includes snack time, homework time, indoor and outdoor activities, crafts, and a variety of planned recreational activities.

Kid's Club is designed for children in grades K-6\*. Kindergarten programs are available at Wildwood, Dunlap, and the Community Center, all other school locations offer limited kindergarten services. Call the Community Center for more information.

## Recreation Program Hours

**Note:** *Ridgeview students wishing to participate in Kid's Club activities will attend the Community Center program location. Students are escorted by staff members to and from school daily.*

<u>Location</u>	<u>AM Hours</u>	<u>PM Hours</u>
Calimesa	6:30-8:30 a.m.	3:05-6:00 p.m.
Chapman Hgts	6:00-8:00 a.m.	2:20-6:00 p.m.
Dunlap	6:30-8:30 a.m.	12:20-6:00 p.m.
Valley	6:00-8:00 a.m.	2:20-6:00 p.m.
Wildwood	6:30-8:30 a.m.	12:00-6:00 p.m.
Community Cntr	6:30-8:30 a.m.	12:00-6:00 p.m.
ILCS	6:00-8:00 a.m.	1:00-6:00 p.m.

**NOTE:** Times of Kid's Club may vary from what is printed, depending on school site schedule.

## Registration

Prior to attending the Kid's Club Recreation Program, a completed program registration application must be submitted for each child. Registration applications are only valid for the current school year.

Payment of fees are due **PRIOR** to the child's participation in the recreation program. If your child arrives at the recreation site and is not pre-paid, you will have until 6:00PM to make payment without a penalty. **Participants who attend UNPAID for two (2) days will be accessed an additional \$5 fee per day not paid. After 10 days, the participant will not be allowed to attend.**

All school payment information is placed on a punch card which will be kept at your child's school site. When your child is in attendance the card will be punched for the service received. There is no charge for missed days during the school year.

Payments can be made at your child's program site during operating hours. Payments made at any of the Kid's Club locations **MUST** be in the form of check or money order **ONLY**. **Cash will NOT BE ACCEPTED** at any recreation location. Please make all checks payable to the ***CITY OF YUCAIPA***.

**Note:** *Each school site requires a daily Minimum of 15 registered participants. The City of Yucaipa reserves the right to cancel any Kid's Club program if minimum enrollment is not met.*

# Fees

## Chapman Heights, Ridgeview, & Valley Elementary Schools

Program hours: 6:00 a.m. to 8:00 a.m.; 2:20 p.m. to 6:00 p.m.  
\$4.50/day (A.M.); \$8.50/day (P.M.); \$13/day (A.M./P.M. Combo)

## Wildwood, Calimesa, & Dunlap Elementary Schools

Program hours: 6:30 a.m. to 8:30 a.m.; 3:00 p.m. to 6:00 p.m.  
\$4.50/day (A.M.); \$6.75/day (P.M.);  
\$11.25/day (A.M./P.M. Combo)

## Inland Leaders Charter School

Program hours: 6:30 a.m. to 8:30 a.m.; 1:00 p.m. to 6:00 p.m.  
\$4.50/day (A.M.); \$11.25/day (P.M.);  
\$15.75/day (A.M./P.M. Combo)

# Payment Auditing System

All payment information is placed on a punch card which is kept at your child's program site. To ensure an accurate audit of all recreational activities, it is the policy of the Community Services Department to require that each participant is signed in and out each day.

**Note:** *School site payments will not be transferred from school year to school year. An end of school year refund request must be made two weeks PRIOR to the end of the school year or they will NOT be considered. Camp Payments can be carried from camp to camp for up to one year. No refunds will be issued on payments over three months old. Camp payments cannot be used for school site programs.*

**Note:** *The City of Yucaipa can NOT provide Kid's Club payment totals for tax purposes. Please retain your payment receipts.*

**Note:** *The City of Yucaipa reserves the right to cancel any Kid's Club program in minimum enrollment is not met & adjust hours and fees as necessary.*

## Minimum Days

All AM/PM programs sites provide Kid's Club services on Minimum Days.

### Chapman Heights, Valley, & Ridgeview Elementary Schools

Minimum Days: 12:10 p.m. to 6:00 p.m., \$13.00

### Wildwood, Calimesa, & Dunlap Elementary Schools

Minimum Days: 12:55 p.m. to 6:00 p.m., \$11.25

**Note:** *The City of Yucaipa reserves the right to cancel any Kid's Club program in minimum enrollment is not met & adjust hours and fees as necessary.*

## Participant Guidelines

The "Kid's Club" staff, City of Yucaipa and the Yucaipa/Calimesa Joint Unified School District will not be responsible for your child or children arriving to or departing from the Kid's Club Recreation Program.

## Non-Payment of Fees

Non-Payment of program fees will result in suspension from the program until payment is received in full.

## Refunds

There will be a \$10.00 processing fee assessed for all refund request. This amount will be deducted from any remaining balance you may have. Refund request may take up to 45 days to process.

## Late Pick-Up

A \$5 per child late fee will be assessed for each 15 minute increment beginning at 6:00 pm. Three or more late pick-ups during the school year will result in a late fee charge of \$15.00 per child per 15 minute increment, beginning at 6:00 pm. Children remaining at the program site after 7:00 PM will be transferred to police custody.

**Note:** *It is the responsibility of the parents to ensure that all children have transportation to and from each recreational activity and that all hours of operation are adhered to.*

## Returned Checks

It is City policy to assess a \$10 service charge on all returned checks. The returned check and service charge fee must be paid by cash, money order or cashier's check, only at City Hall (34272 Yucaipa Blvd.).

If there are two or more returned checks from the same party, only money orders will be accepted for all future payments. Individuals with returned check policy will be refused Kid's Club services beginning on the 11<sup>th</sup> day after the notification.

## Nutrition

Snacks and lunches are to be provided by the parent/guardian. We do not have access to refrigeration or heating equipment.

## **Electronic Toys**

Personal electronics/toys are not permitted at Kid's Club. Any items brought to Kid's Club will be taken & put away until parent pick-up. Kid's Club is not responsible for any items that are lost.

Cell phones are permitted; they must be kept in a pocket or backpack. No cell phone games, music or photos are allowed.

## **Medication**

No medication will be administered by any staff member.

## **Clothing**

Please send your child to the program in clothes that are suitable for indoor and outdoor activities. Closed toed shoes are preferred.

## **Parent Volunteers**

Parents are welcomed to come visit at any time. We always welcome volunteers in our recreation activities.

## **Lost and Found**

Please be aware that all personal items are the responsibility of your child, NOT the Kid's Club staff. Please mark all personal items with your child's name. If an item has been lost, please check the LOST AND FOUND BOX, located at the recreation site. All items unclaimed after four (4) weeks will be donated to a local charity.

## Site Phones

Phones at the Kid's Club locations are for staff and emergency use only. These phones are not for general purpose use.

## Emergency Procedures

In the event of an accident or an emergency, any or all of the following will take place:

- An attempt will be made to contact the parent/guardian in accordance with the information provided on the participant's Program Registration Application.
- Paramedics will be called.
- Transportation to the closest hospital by emergency vehicle.

All expenses incurred above will be the responsibility of the child's parent/guardian.

## Illness Procedure

In the event your child becomes ill, the following will take place:

- An attempt will be made to contact the parent/guardian of the ill child in accordance with the information provided on the participant's Program Registration Application.
- An attempt will be made to contact other persons listed on the participant's Program Registration Application.

## Illness Procedure, Con't

The City of Yucaipa and employees thereof will not be responsible for problems that may arise due to obsolete, illegible or incorrect information on a child's Program Registration Application. Please keep all information current and legible.

## Homework/Study Time

Kid's Club will provide time for your child to study and do homework.

**Note:** *Homework/study time will be provided if needed. However, staff will not be able to provide tutoring to your individual child.*

## Camp Yucaipa

The City of Yucaipa offers Camp Yucaipa programs on teacher in-service days, most holidays, and during Spring, Winter and Summer recess.

Camp Yucaipa programs are available from 6:30 AM until 6:00 PM.

Camp program sites are located at the Community Center, 34900 Oak Glen Road and at the 7<sup>th</sup> Street Park Kid's Club building which is located at 33994 Avenue "E" (open during summer months only).



# Camp Yucaipa, Con't

All camps provide indoor and outdoor activities, arts and crafts, sports, games and much more. Participants need to supply lunch, snacks and refreshments daily.

**Note:** *All day programs sited have limited space. It is recommended that individuals wishing to use services at these locations pre-register. All registrations will be taken on a first come, first served bases. No phone in registrations will be accepted. Payment in full will reserve a space for your child.*

## **Daily Full Day Camp participation:**

\$18 (Resident)/\$19 (Non-Resident)

## **Daily Half Day service (6 hours or less):**

\$12 (Resident)/\$13 (Non-Resident)

