

# Kid's Club Handbook

Program Locations	
Chabot Park 1798 Estudillo Ave San Leandro, CA 94577 (510) 495-4506	Stenzel Park 15300 Wicks Blvd San Leandro, CA 94579 (510) 362-4543

Important Contacts	
Liz Hodgins, Recreation Supervisor Office (510) 577-3473 Cell (510) 609-5189 <a href="mailto:ehodgins@sanleandro.org">ehodgins@sanleandro.org</a>	Customer Service SCC (510) 577-3462 MCC (510) 577-6080 <a href="mailto:RecCustomerService@sanleandro.org">RecCustomerService@sanleandro.org</a>

Tax ID: 946000-421

**Register online at:**  
[www.sanleandrorec.org](http://www.sanleandrorec.org)

To ensure a smooth first day at Kid's Club, we have enclosed information for you to read, sign, and submit via ePACT (online emergency network) before the first day.

**The following information and forms are included in this packet:**

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| 1. Welcome Letter                | (Please keep for your information)  |
| 2. Kid's Club Information Sheet  | (Please keep for your information)  |
| 3. General Policies & Procedures | (Please keep for your information)  |
| 4. COVID-19 Related Concerns     | (Please keep for your information)  |
| 5. Parental Agreement            | (Read and Complete/Submit on ePACT) |
| 6. Anti-Bullying Agreement       | (Read and Complete/Submit on ePACT) |
| 7. Emergency Information Form    | (Complete/Submit on ePACT)          |

## WELCOME LETTER



Thank you for choosing the City of San Leandro's Kid's Club. While this school year may look and feel a bit different, we remain dedicated to providing a specially designed afterschool program that provides a fun and safe environment for our San Leandro community.

Kid's Club will be administered in compliance with the current State and County public health orders and will include numerous protocols to maintain social distancing and other relevant measures to prevent the spread of COVID-19.

This handbook will outline policies and procedures as well as identify additional precautions taken to ensure the health and safety of our community. Our main goal is the health and safety of all participants, staff, and families.

Kid's Club will include experiences, procedures, and protocols that are new to both families and staff. To ensure the best possible experience for your child, we ask that you carefully review this handbook as it contains important information to help you prepare. We ask for your patience and understanding as this new afterschool model is continually evolving and procedures may change as updated guidance and better practices are identified.

City staff strive to provide programs and activities that foster a positive self-esteem, spark a curiosity and appreciation for nature, build teambuilding skills, and strengthen each participant's sense of belonging. Each program location provides a wonderful and adventurous park space for your child to play and blossom as an individual.

If you have questions after reading through the handbook, then please reach out.

Liz Hodgins, Recreation Supervisor II

[Ehodgins@sanleandro.org](mailto:Ehodgins@sanleandro.org)

510-577-3473

# KID'S CLUB INFORMATION SHEET

## Things to Bring to Kid's Club!

On the first day of Kid's Club, please be sure you have completed the emergency information form, parental agreement, and anti-bullying agreement on ePACT.

- Comfortable and freshly laundered clothing that can (and WILL) get dirty – we are outdoors all day!
- Closed-toe shoes – absolutely no sandals or Crocs
- Refillable water bottle
- Healthy snack
- Bag or backpack

## What NOT to Bring to Kid's Club!

Youth participants should not bring electronics, trading cards, money or toys to Kid's Club. The San Leandro Recreation and Human Services Department, including staff, are NOT responsible for any items that are brought to Kid's Club.

## Lost & Found

Please label items with your child's name so that we can do our best to return lost items to the right child or guardian. Lost & Found items will be stored and will be kept at Kid's Club for the duration of the program.

## Activities & Calendars

A typical day at Kid's Club will include group games, arts and crafts, teambuilding exercises, , and special projects. **We will post monthly calendars online that give you a hint as to what the session will hold, including theme days, exciting activities, and crafts.** We aim to include activities that appeal to the interests of all participants, so some activities may be subject to change due to input.

## Snack Time

All participants must bring their own healthy snack, as Kid's Club does not provide snacks. Please send only non-perishable items, as refrigeration is not available.

# KID'S CLUB POLICIES & PROCEDURES

## Emergency Information

We use an online form to collect emergency information: ePACT. You are required to submit the child's emergency information. You will receive an email with instructions on how to complete the online form. Information collected includes (but not limited to) emergency contacts, individuals authorized to pick up, medical information, and other relevant behavioral and health information. Youth will not be permitted to participate without complete submission of these forms.

## Sign-in/Sign-out Procedures

For the safety of all our participants, we require that all youth be signed in and out by an authorized adult each day. Only those who are authorized in writing by the parent/guardian will be allowed to pick up your child. *All persons picking up children from Kid's Club are required to identify themselves with a photo ID.* Children may not be signed out by anyone under the age of 16, unless written approval has been given by a consenting adult. For their safety, children may not sign themselves out from the program unless approval has been given by the Recreation Supervisor or if advance arrangements have been made.

With your help and cooperation, our goal is to have a safe and smooth flow of families traveling in and out of the park. Upon arrival, please report your child's daily health screening to staff who will then properly sign your child into the program. At sign-out, please connect with staff to properly sign your child out of the program. Per safety guidelines, we recommend no congregating or lingering in the park. If you'd like to stick around, then please stay no more than 10 minutes and adhere to social distancing and face covering protocols. Be mindful of other vehicles in the parking lot and do your best not to block others in.

## Late Pick-Up Policy and Fees

The Kid's Club program ends at 6pm on all days unless otherwise noted. If your child remains at the program site after sign-out, then staff will contact the guardians listed on the emergency contact form. Families will be assessed a charge of \$1 per minute after 6pm that the child is not picked up. This fee must be paid in full prior to the next registration. If a child has not been picked up by 6:20pm, the San Leandro Police will be called.

## Kid's Club Cohorts

Each Kid's Club location will house one cohort, a stable group of no more than 14 children and 2 supervising adults.

## Cancellations & Transfers

Withdrawals/cancellations must occur before the second day of Kid's Club. Should a participant miss Kid's Club for a medical reason, the refund amount will be on a prorated basis for the remaining days of the session. **Transfers will not be permitted as children must remain with the same cohort for the entirety of the session.**

## Illness

Per CDC and Alameda County Public Health guidelines, children who are/or become ill while at Kid's Club will be placed in a safe isolated area where staff will then contact a parent/guardian to arrange pick-up. The program is not set up to care for ill children, so it is important to tend to your child in a timely manner.

## Medication

If your child must take medication while at Kid's Club, then please inform staff on the first day of the session. The medication must be in its original container with the prescription clearly labeled by the physician. Please keep medication with your child and in a secure container.

## Injury

If your child is injured at Kid's Club, then staff will take necessary steps to provide or obtain medical care. If we are unable to reach you in the event your child needs serious medical care; they will be transported to the hospital by a city vehicle or ambulance. **For this reason, it is extremely important that you notify the Recreation and Human Services Department of any changes in your work or emergency phone numbers.** Minor incidents such as scrapes, or bruises will be reported to you upon pick up of your child. Any more serious incidents such as any injury to the head will be reported to a parent/guardian immediately by a phone call.

## **Behavior Management Policy**

Kid's Club should be an enjoyable experience for all participants and staff. Participants will be expected to follow the rules of the program for their safety as well as the safety of others. Kid's Club staff use a positive teaching form of guidance while also reminding participants about expectations. Children are redirected to other activities when behavior contradicts the guidelines below. Participants who continually disrupt the group or exhibit unacceptable behavior may be removed from activities. In extreme situations, children may be suspended from the program.

The City of San Leandro's Recreation and Human Services Department has adopted the following behavior management policy for youth programs.

### **OBJECTIVES:**

1. The child is to be respectful, courteous and considerate towards children, staff and property.
2. The child is responsible for him/herself.
3. The child is to learn to make positive choices that build self-esteem and skills.

### **UNACCEPTABLE BEHAVIOR:**

1. Child harms other children or staff.
2. Child is harming him/herself.
3. Child causes destruction to property.
4. Child is continuously unable to adhere to program guidelines.
5. Child is showing extreme disrespect to another child or staff person. This includes racial slurs, profanity, threats, etc.

### **GENERAL STANDARDS FOR POSITIVE GUIDANCE:**

1. Guidance focuses on the expected, appropriate behavior, rather than on the negative, inappropriate behavior.
2. Guidance is a process of teaching, learning, and positive reinforcement.
3. Set developmentally appropriate guidelines for children.

## **Evaluations**

Kid's Club program evaluations will be sent out electronically. Please keep an eye out for an email that will include the link to complete the brief evaluation form. This is one of your opportunities to share your family's experience with us along with any ongoing thoughts or concerns. We encourage you to complete and return evaluations as we value and utilize your feedback.

## **Kid's Club Staff**

All staff are high school graduates and/or at least 18 years old and have previous experience working with children. Kid's Club staff have passed a background check, are all currently certified in CPR and First Aid, TB tested, and have completed 10+ hours of relevant training.

## **Communication**

Communication between staff and families is vital to the success of our program. Please feel free to speak with staff about any concerns that you may have. If a meeting becomes necessary, then please contact Recreation Supervisor, Liz Hodgins, who will arrange a meeting. We appreciate your feedback.

## **Family Concerns**

If at any time you are concerned about one of our staff or our program, then please discuss your concern with Liz Hodgins, Recreation Supervisor. Send an email to [ehodgins@sanleandro.org](mailto:ehodgins@sanleandro.org) or call (510) 577-3473.

## **COVID-19 RELATED CONCERNS**

### **Health Screenings**

Daily health screenings must be conducted at home each day prior to dropping off your child at the park. Children and staff with a temperature of 100°F or higher or are exhibiting any of the following symptoms will not be permitted to attend Kid's Club. Symptoms include cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, and/or vomiting.

Upon the arrival, parent/guardians will be asked questions related to that day's temperature reading and any symptoms of illness. Verbal reports will be recorded by staff before the child is admitted to Kid's Club. If children pass the self-reported screening but are seen by staff to be exhibiting signs of illness, then they will be subject to follow up screening including a temperature reading at Kid's Club via a touchless thermometer.

Throughout the day, if participants experience symptoms of illness at any point, the San Leandro Recreation and Human Services Department reserves the right to contact parents/guardians and require immediate pick-up from the program.

### **Stay home when Sick**

Staff and participants should stay home when they are sick. If a child or staff member has a new cough or other illness symptoms, they should not come to Kid's Club even if they have no fever. It is not uncommon for people with COVID-19 to have a cough without fever, especially early in the course of illness.

### **When It's Safe to Return to Kid's Club**

Ill children or staff should not return to work or Kid's Club until:

- Their respiratory symptoms are improving
- They have no fever for 72 hours without the use of fever-reducing medicines, and
- At least ten days have passed since illness onset.

### **Facilities & Equipment**

Kid's Club is fortunate to call Chabot and Stenzel Park home, for outdoor facilities have been deemed low risk for spreading the virus. Staff will routinely clean, sanitize, and disinfect high-touch surfaces and items throughout the day, including but not limited to tables, benches, bathrooms, and program equipment and supplies. Onsite restrooms will be exclusively for the Kid's Club participants.

### **Participant & Staff Hygiene**

All will be expected to follow the below protocols regarding hygiene and prevention while at Kid's Club:

- Children and Staff will wash hands often with soap and water, especially if visibly dirty. Hand sanitizer will be used if soap and water is not readily available. Children will be supervised when using hand sanitizer and when washing their hands.
- Children will be encouraged to keep their hands to themselves and physical distancing will be encouraged whenever possible. Children may come into close contact with others in their group.
- Supplies and equipment will not be shared among other cohorts.
- Per guidance issued by California Department of Public Health on June 18, all participants, including staff, will be required to wear a face covering. We will do our best to make accommodations based on direction from the CDC, State, and County. Please reach out with any questions or concerns.
- All children and staff should cover coughs and sneezes with a tissue. Used tissues should be thrown in a trash and hands washed immediately with soap and water for at least 20 seconds.
- Children must bring their own snacks. No one will be allowed to share food.
- All children and staff should engage in proper hand hygiene at the following times: before and after each activity, before and after eating or handling food, after using the restroom, after playing outdoors, after handling garbage. After assisting children with handwashing, staff will wash their hands.

# PARENTAL/GUARDIAN AGREEMENT (submitted via ePACT)



## I understand the following items listed below and agree to the conditions.

1. I agree that I have read, understand and agree to abide by the policies of the Kid's Club program. \_\_\_\_\_ (Initial)
2. I understand that all children MUST be signed in and out each day by an authorized adult who is carrying a valid photo ID. I further understand that the person(s) whom I authorize to pick-up my child (listed on the emergency form and ePACT) must be at least sixteen years old in age. \_\_\_\_\_ (Initial)
3. I understand that all participants, including those authorized to pick-up students, are expected to be respectful to all staff and other participants. \_\_\_\_\_ (Initial)
4. I understand that any items that are lost or stolen are the responsibility of my child and not the staff of the Kid's Club program. \_\_\_\_\_ (Initial)
5. I understand that my child needs to bring their own healthy snack each day as Kid's Club does not provide a snack. \_\_\_\_\_ (Initial)
6. I understand that my child can be placed on "time-out", suspended and/or expelled from the program for severe or chronic misbehavior. I will be notified and given copies of written documentation by staff in regard to incidents that occur. I also understand that my child and I can be called into a conference with the program coordinator and program supervisor to discuss possible solutions to continual situations. \_\_\_\_\_ (Initial)
7. I understand that if I register my child for the Part-time program (3 days a week), once my child attends a fourth day in a week (no matter what week) the difference between the part-time and the full-time rate will be applied to my account and must be paid in full prior to registration for any class or program up to and including Kid's Club. \_\_\_\_\_ (Initial)
8. I understand that the Kid's Club program ends at 6:00PM on all days unless otherwise noted. I understand the late pick up fee is **\$1.00** per minute and will be due no later than the next registration. I understand that children who are not signed out by 6:20PM will be released to the San Leandro Police Department. I understand the late fee policies and agree to abide by them as stated. \_\_\_\_\_ (Initial)
9. Release of Liability and Photograph Waiver: In consideration of my (and/or my child's/children's) participation in this activity, I hereby agree to indemnify and hold the City of San Leandro ("City") harmless, and release and discharge the City, its employees, representatives, volunteers agents, and its representatives, successors, and assigns, from any and all liability arising from accident, injury, illness, or loss which I (he/she) may suffer arising out of or in any way connected to my (our) participation in the above program, including, but not limited to, any and all liability arising from accident, injury, illness, or loss arising out of or in any way connected to COVID-19 that may arise in connection to participation in this activity. I (we) also will follow the rules and regulations set by the City and above listed parties. Parent or guardian must sign for anyone age 18 and under. I acknowledge that the City takes photographs or other recordings of its activities and events for publicity, and I do hereby grant and give these groups the right to use my or my child's/children's photograph or image with or without my or my child's/children's names, both singly and in conjunction with other persons or objects and presentations, advertising, publicity, and promotion relating thereto.

Parent/Guardian Printed Name:

Child(ren)'s Name(s)

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_

\_\_\_\_\_

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

# ANTI-BULLYING POLICY AGREEMENT (submitted via ePACT)



Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another either physically, emotionally, or psychologically. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At Kid's Club, bullying is inexcusable, and we have a firm policy against all types of bullying. Our philosophy is based on our mission statement which ensures that every child has the opportunity to have fun, make new friendships and life experiences. We work together as a team to ensure that participants gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their Kid's Club experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their participants so both staff and children will be comfortable alerting us to any problems during their Kid's Club experience and between seasons. Every person has the right to expect to have the best possible experience at Kid's Club, and by working together as a team to identify and manage bullying, we can help ensure that all children and staff have a great school year within the City of San Leandro youth programs.

I have read this policy with my child and understand that any form of bullying will not be tolerated within the City of San Leandro Youth Programs.

**Parent/Guardian Printed Name:**

---

**Child(ren)'s Name(s)**

---

**Parent/Guardian Signature:**

---

**Date:** 

---



**Identification and Emergency Information**  
**(To be completed and submitted via ePACT)**

Name of Program: \_\_\_\_\_ Year: \_\_\_\_\_

Child's Name		Phone
Child's Address		Child's birthdate
Parent/Guardian 1 Name		
Cell phone	Work phone	Home phone
Parent/Guardian 2 Name		
Cell phone	Work phone	Home phone
Name of person responsible for child (i.e., parent/guardian)	Home phone	Cell phone

**Please list any medical or special conditions about your child that we should know. Please include any information which would be helpful to staff in understanding and caring for your child: (i.e. allergies)**

**Health Insurance Provider:**

**List below emergency contacts and other persons authorized to pick up your child from the program.**

Child will **NOT** be allowed to leave with any other person without written authorization from the parent or guardian.  
All persons listed must be at least 18 years of age.

Name	Cell Phone	Daytime phone	Relationship

**San Leandro Recreation and Human Services personnel are authorized to use their discretion to secure the necessary emergency services for my child at my expense. This includes emergency medical treatment, paramedic services, and ambulance service.**

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_