



CITY OF SAN LEANDRO RECREATION

KIDDIE KOLLEGE

Family Handbook



SAN LEANDRO
RECREATION

Thank you for choosing Kiddie Kollege, where we provide preschool-aged children with a variety of play and learning activities designed to foster creativity, boost self-confidence, and ensure school readiness. San Leandro Recreation takes pride in providing specially designed programs and events that promote community and enhance the quality of life for all. We appreciate your continued support.

Program Locations	
Washington Manor Park 14900 Zelma Street San Leandro, CA 94579 (510) 357-5011	Halcyon Park 1245 147 th Avenue San Leandro, CA 94578 (510) 895-2652
Register online at slrec.org Stay updated at Sanleandro.org/kiddiekollege	

Holiday Schedule and School Closures
Friday, November 10, 2023 – Veteran’s Day
November 20-24, 2023 – Fall/Thanksgiving Break
December 25, 2023- January 5, 2024 – Winter Break
Monday, January 15, 2024 – Martin Luther King, Jr.’s Birthday
Monday, February 12, 2024 – Lincoln’s Birthday
Monday, February 19, 2024 – Washington’s Birthday
April 1-5, 2024 – Spring Break
Regular school year classes will end on Friday, May 24, 2024.

Important Contacts		
Liz Hodgins, Recreation Supervisor Office (510) 577-3473 Cell (510) 609-5189 ehodgins@sanleandro.org	Senior Community Center 13909 E. 14th Street San Leandro, CA 94578 (510) 577-3462 Mon-Fri, 8:30am-5:00pm	Marina Community Center 15301 Wicks Boulevard San Leandro, CA 94579 (510) 577-6080 Mon-Fri, 11:30am-7:00am Sat, 10:00am-2:00pm

City of San Leandro’s Tax ID: 946000-421

To ensure a smooth first day at Kiddie Kollege, we have enclosed the following documents for you to read and submit via ePACT (online emergency network).

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| 1. Welcome Letter | (Please keep for your information) |
| 2. Kiddie Kollege Information & Policies | (Please keep for your information) |
| 3. Parental/Guardian Agreement | (Read and Complete/Submit on ePACT) |
| 4. Anti-Bullying Agreement | (Read and Complete/Submit on ePACT) |
| 5. Emergency Information Form | (Complete/Submit on ePACT) |

WELCOME LETTER



Thank you for choosing the City of San Leandro's Kiddie Kollege. We are thrilled to open our doors and provide experiences that foster creativity, spark curiosity, enhance social skills, and boost self-confidence.

Our compassionate team remains dedicated to the wellbeing of your child(ren) and will deliver specially designed play-based programming in a safe and fun environment. We believe that each unique child grows at their own rate of development, so we aim to introduce children to as many positive experiences as possible.

We strive to strengthen and support your family! As a team, we can function together to improve the quality of life for our children. Our doors will always be open for discussion and suggestions.

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.

Kiddie Kollege will include experiences, procedures, and protocols that may be new to families and staff. To ensure the best possible experience for your child(ren), 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 program model is continually evolving and procedures may be subject to change based on updated State and County safety guidelines.

We hope you and your child(ren) are ready for an awesome, exciting, and memorable school year.

Grateful to be in community with you all — you're doing a great job!



Liz Hodgins, Recreation Supervisor II
ehodgins@sanleandro.org
510-577-3473

KIDDIE KOLLEGE INFORMATION & POLICIES

Things to Bring to Kiddie Kollege

On the first day of class, please be sure you have completed the emergency information form, parental/guardian agreement, and anti-bullying agreement through ePACT.

- Comfortable clothing that can get dirty
- Extra clothing stored in labeled bag
- Closed-toe shoes – absolutely no sandals or Crocs
- Refillable water bottle
- Healthy snack
- Bag or backpack

What NOT to Bring to Kiddie Kollege

Youth participants should not bring electronics, trading cards, money or toys to Kiddie Kollege. San Leandro Recreation, including staff, are NOT responsible for any items that are brought to Kiddie Kollege.

Belongings

Each child will be given an individual space in which to keep their belongings. Please check this area daily for completed art projects, notes from the instructor, etc. Toys from home are not permitted at Kiddie Kollege unless otherwise noted by your Kiddie Kollege instructor.

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 kept at Kiddie Kollege for the duration of the program.

Registration

Children must be the correct age at the start of each course. Registration information is as follows:

- Enroll and pay with cash/check/or via ActiveNet - each month your payment is due by the 20th.
- Registration and payment are due by the 20th of the month prior to the start of each session. If the 20th falls on a Saturday, the Marina Community Center is open for registration from 10:00am-2:00pm. If the 20th falls on Sunday or a holiday, payment is due the first business day following Sunday or the holiday.
- Participants currently enrolled in a session will have registration priority for the following month if they register by the 20th of the previous month. After the 20th of the previous month, registration will be open to new participants. Months may not be skipped.
- In order to maintain your child's priority registration status, every month must be registered and paid for by the 20th of the month prior or your child may lose their space in the class.
- Course fees will not be prorated due to late enrollment or absences.
- Withdrawals or cancellations must occur before the start of the class or customers will forfeit a \$25 refund fee to cover supply costs.

Financial Assistance

The City of San Leandro offers a REC Link Program, which provides reduced recreation fees to allow low income families living in the San Leandro to participate in recreation programs. In order to comply with federal regulations, families are required to provide current income information to determine eligibility. If an application is approved, then each individual under the age of 17 or above 50 will be eligible for a 25% reduction of fees per class with a total of \$250.00 per year in grant towards our programs. Call 510-577-3462 for information.

For families requiring additional financial assistance, there are several 3rd party subsidy payers such as Davis St. Community Resource Center, 4C's of Alameda County, Childcare Links, BANANAS etc. We encourage families to contact these organizations regarding their financial assistance offerings.

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 Kiddie Kollege are required to identify themselves with a photo ID. Children may not be signed out by anyone under the age of 18, unless written approval has been given by a consenting adult.

With your help and cooperation, our goal is to have a safe and smooth flow of families traveling in and out of the classroom. Upon arrival, please help your child(ren) place belongings in cubbies and find their nametag. 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 classroom.

For the comfort and security of your child, it is imperative that your child(ren) be picked up from the program within five minutes of class ending. Families who pick up their child(ren) late more than two times may be terminated from the program.

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.

Medication

If your participant has medication such as an EpiPen, 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 in a secure container.

Volunteers

Parents/guardians who wish to volunteer or observe in their child's Kiddie Kollege class more than once MUST be fingerprinted by the San Leandro Police Department at 901 E14th St. You must complete your volunteer fingerprinting form and have a VALID government issued ID. Fingerprinting must be arranged in advance by contacting the Recreation Supervisor. Please call (510) 577-3473 or email ehodgins@sanleandro.org to request a time and fingerprinting form.

Parents/guardians who wish to stay in the classroom on their non-volunteer days for the purpose of observation should be respectful of the classroom environment. Please keep talking to a minimum and encourage your child(ren) to seek help and guidance from the instructors or scheduled volunteers. Also, siblings are NOT permitted to remain in the classroom.

Siblings in the Classroom

For the safety of our paying participants, siblings will NOT be allowed to attend class sessions unless they are enrolled in that class. Additionally, families who are signed up to volunteer on a day may NOT bring siblings to class. Thank you for allowing us to keep our attention on our registered participants.

Activities & Events

A typical day at Kiddie Kollege will consist of structured and unstructured activities for your child, including games, arts and crafts, teambuilding exercises, and special projects. Staff will encourage children to participate but will not force any child to do anything that they do not want to do. Monthly calendars will be available.

Birthdays & Holidays

Some children enjoy celebrating their special day with their friends at Kiddie Kollege and the holidays are always fun! We recognize the importance of honoring your child's birthday and celebrating a diverse array of holidays, so if you'd like to bring special treats then please refer to the healthy snack guidelines. Please help us share in the celebrations by letting us know your child's birthdate and we will do our best to help make the day magical.

Field Trips

Some Kiddie Kollege classes may take field trips to local attractions as part of the program. On field trip days, each child is required to have a parent/guardian accompany them. At least two weeks' notice will be given for field trip days.

Snack Time

Some Kiddie Kollege classes may incorporate a snack time into the day. Please note snack is not provided. City of San Leandro's Recreation promotes a healthy and nutritious snack program. This calls for a "team approach" between staff and families. This program encourages active support from families by eliminating the "cookie and punch" snack and replacing it with a nutritious snack. The development of positive attitudes towards food is the basis for the practice of healthful dietary patterns. Please adhere to the Snack Guidelines & Recommendations, included in this packet.

Did you know that peanut/nut allergies claim more lives each year than any other allergy? A child with a serious peanut allergy can suffer a reaction by merely touching a peanut-containing food. To create a safe environment for students with allergies, Kiddie Kollege has been designated as a '**nut free**' classroom. We trust that you understand how deeply important it is to respect and adhere to that request.

Behavior Management Policy

Kiddie Kollege 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. Kiddie Kollege 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. *NOTE:* Any consequences involving physical exercise, writing assignments or the withholding of food, water or restroom privileges will NEVER be tolerated.

City of San Leandro Recreation 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.

When the above steps are ineffective in redirecting a child's behavior, more serious action may be taken. The first step taken will include documenting the behavior on an Incident Report. At this time, if necessary, a parent/guardian may be called to pick the child up from the program. If a second incident report is issued within a two-week period, the child will be suspended from the program for one day and a conference with the parent, Instructor and Recreation Supervisor will be scheduled before the child can return to the program. If a child receives another incident report within a two-week period, they may be terminated from the program for the remainder of the school year.

Illness/Injury

We want to maintain a healthy environment in Kiddie Kollege. In order to do this, please do not send your child to Kiddie Kollege if they have a cold or another contagious illness. It is in the better judgment of the instructor to send a child home if they feel that the child must be treated. Please use the following guidelines: your child should be free of fever for 24 hours prior to returning to Kiddie Kollege and all mucus should be clear.

If your child is/or becomes ill while in Kiddie Kollege, the instructor will contact you to pick them up. The program is not set up to care for ill children, so it is important for you to tend to your child in a timely manner. If your child is injured, the instructor will take necessary steps to obtain medical care. If we are unable to reach you in the event your child needs medical care, they will be transported to the hospital by a city vehicle or ambulance. It is extremely important that you notify the City of San Leandro 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 serious incident such as a head injury will be reported to a parent/guardian immediately by a phone call.

Evaluations

Kiddie Kollege 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.

Kiddie Kollege Staff

Instructors who work in our programs are at least 18 years of age. All instructors have had some previous experience working with young children and have been First Aid and CPR certified as well as TB tested. Additionally, all instructors participate in periodic trainings to enhance their skills in working with children.

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 or call (510) 577-3473.

COVID-19 RELATED CONCERNS

Health Screenings

Throughout the day, if campers experience symptoms of illness at any point, San Leandro Recreation 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, then they should not come to Kiddie Kollege 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.

Facilities & Equipment

Kiddie Kollege is fortunate to have classrooms at Washington Manor and Halcyon Park. Staff will routinely clean, sanitize, and disinfect high-touch surfaces, including but not limited to tables, chairs, bathrooms, as well as program equipment and supplies. Onsite restrooms will be exclusively for Kiddie Kollege participants.

When It's Safe to Return to Kiddie Kollege

Asymptomatic Persons Who are Exposed to Someone with COVID-19 (No Quarantine)	Recommended Actions
Everyone, regardless of vaccination status. Persons infected within the prior 90 days do not need to be tested, quarantined, or excluded from work unless symptoms develop.	<ul style="list-style-type: none">• Test within 3-5 days after last exposure.• Per CDPH masking guidance, close contacts should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease (see masking section below for additional information).• Strongly encouraged to get vaccinated or boosted.• If symptoms develop, then test and stay home.• If test result is positive, then please notify camp staff.

PARENTAL/GUARDIAN AGREEMENT (submitted via ePACT)



I understand and will inform any other adult picking up my child of the following items and agree to the conditions.

1. I agree that I have read, understand, and will abide by the policies of the Kiddie Kollege program as stated in the Kiddie Kollege Parent/Guardian Handbook. This also means that I have read, understand and agree to abide by the registration, illness, and the Behavior Management policy within the handbook. _____ (Initial)
2. I have acknowledged the registration policy and understand the priority window
3. I have reviewed and agree to the Snack Recommendations & Guidelines. I understand it is my responsibility to send a healthy snack for my child each day and that sugary snacks and peanut butter will not be allowed. I also understand that I cannot send special treats for my child's birthday or holidays. _____ (Initial)
4. An authorized adult, carrying valid photo ID, MUST sign my child(ren) in and out each day. I further understand that the person(s) whom I authorize to pick up my child(ren) must be a least 18-years old and listed on the emergency form. _____ (Initial)
5. The Kiddie Kollege program discourages children from bringing personal items to class. Any personal items that are lost or stolen are not the responsibility of the Kiddie Kollege staff and are the responsibility of the parent/guardian. _____ (Initial)
6. It is requested, but not required, that a supervising adult of each student volunteer their time in the classroom once per session. This is a meaningful and positive experience for both the child and the adult. For the safety of the children, each adult who wishes to volunteer in the classroom more than once per session will be required to be fingerprinted by the San Leandro Police Department (at the expense of Recreation). _____ (Initial)
7. For program effectiveness, siblings or other non-enrolled child(ren) will NOT be allowed to attend class sessions. In addition, when an adult is signed up to volunteer on a day, siblings or other non-enrolled child(ren) may not be brought to the class, so the time and attention is available to the class participants. _____ (Initial)
8. A supervising adult is required to accompany each child on our field trips. If a child does not participate in the field trip, no refund will be issued. _____ (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: _____



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 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/guardian _____ Date _____