

Discovery Club at Newcastle Elementary



Last Name	First Name
Child 1:	
Age: _____	Birthday: _____ Grade entering: _____
Child 2:	
Age: _____	Birthday: _____ Grade entering: _____
Child 3:	
Age: _____	Birthday: _____ Grade entering: _____

Please Print PHOTO I.D. REQUIRED AT PICK-UP

Mother:	Custodial parent: ___yes ___No email (opt): _____
address: _____	
Home phone: _____	
work phone: _____ Cell: _____	
Mother's CDL: _____	
Father:	Custodial parent: ___yes ___No email (opt): _____
address: _____	
Home phone: _____	
work phone: _____ Cell: _____	
Father's CDL: _____	

Both parents must be listed in cases of shared legal/physical custody.

Doctor: _____	Phone: _____	Ins. _____
Dentist: _____	Phone: _____	Ins. _____

Please list 3 other adults who may sign out & pick up your child in an emergency.

Name: _____	Phone: _____	Relationship: _____
Name: _____	Phone: _____	Relationship: _____
Name: _____	Phone: _____	Relationship: _____

We will not release your child to any other individuals. Update this list as necessary.

If we have no contact by the parent and/or the child is not picked up by 6:30 p.m., we will call Child Protective Services.

Allergies: _____	Epipen provided: YES NO
Special needs: _____	Daily Meds: _____

Restraining order: YES NO (please attach, if applicable)

My child may be photographed by news media or ARD staff: YES NO

Office only: _____	Reg. fee recvd by: _____
Family password: _____	

Auburn Recreation District Discovery Club/Day Camp

Agreement, Waiver & Release

In consideration for being permitted by Auburn Area Recreation and Park District (ARD) to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which may have, or which may hereafter accrue to me as a result of participation in said activity. This release is intended to discharge in advance ARD (its officers, employees, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of my death or any injury or property damage that I may sustain while participating in said activity.

PARENTAL CONSENT: (To be completed and signed by parent/guardian if applicant is under 18 years of age.) I hereby consent that my son/daughter, _____, participate in the above activity, 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 hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of the death or any injury or property damage that said minor may sustain while participating in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER & RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND AUBURN AREA PARK AND RECREATION DISTRICT, AND I SIGN IF OF MY FREE WILL.

Name: (print) _____

Signature: _____ Date: _____

I agree that in the event that said minor requires medical treatment while under the supervision of ARD's recreational personnel in connection with described activity, such supervisor may authorize treatment.

Name: (print) _____

Signature: _____ Date: _____

CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT, DOMESTIC PARTNER, OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

Newcastle Discovery Club TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____. THIS CARE MAY BE GIVEN UNDER
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD
NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

DATE

PARENT, DOMESTIC PARTNER, OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

HOME PHONE

()

WORK PHONE

()

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Community Care Licensing Div., Dept. of Social Services

Licensing Office Address: 2525 Natomas Park Dr., Sacramento, CA 95833

Licensing Office Telephone #: 916-263-5744

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Newcastle Discovery Club
Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

LIC 995 (9/08)

PERSONAL RIGHTS**Child Care Centers**

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

State of California Department of Social Services, Community Care Licensing Division

ADDRESS

2525 Natomas Park Dr., Suite 250

CITY

Sacramento

ZIP CODE

95833

AREA CODE/TELEPHONE NUMBER

916-263-5744

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

Newcastle Discovery Club

(PRINT THE ADDRESS OF THE FACILITY)

8951 Valley View Drive, Newcastle, CA 95658

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

CHILD'S PREADMISSION HEALTH HISTORY—PARENT'S REPORT

CHILD'S NAME	SEX	BIRTH DATE
FATHER'S/DOMESTIC PARTNER'S NAME		DOES FATHER/DOMESTIC PARTNER LIVE IN HOME WITH CHILD?
MOTHER'S/DOMESTIC PARTNER'S NAME		DOES MOTHER/DOMESTIC PARTNER LIVE IN HOME WITH CHILD?
IS /HAS CHILD BEEN UNDER REGULAR SUPERVISION OF PHYSICIAN?		DATE OF LAST PHYSICAL/MEDICAL EXAMINATION

DEVELOPMENTAL HISTORY (*For infants and preschool-age children only)

WALKED AT* MONTHS	BEGAN TALKING AT* MONTHS	TOILET TRAINING STARTED AT* MONTHS
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PAST ILLNESSES — Check illnesses that child has had and specify approximate dates of illnesses:

	DATES		DATES		DATES
<input type="checkbox"/> Chicken Pox		<input type="checkbox"/> Diabetes		<input type="checkbox"/> Poliomyelitis	
<input type="checkbox"/> Asthma		<input type="checkbox"/> Epilepsy		<input type="checkbox"/> Ten-Day Measles (Rubeola)	
<input type="checkbox"/> Rheumatic Fever		<input type="checkbox"/> Whooping cough		<input type="checkbox"/> Three-Day Measles (Rubella)	
<input type="checkbox"/> Hay Fever		<input type="checkbox"/> Mumps			

SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS

DOES CHILD HAVE FREQUENT COLDS? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOW MANY IN LAST YEAR?	LIST ANY ALLERGIES STAFF SHOULD BE AWARE OF
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DAILY ROUTINES (*For infants and preschool-age children only)

WHAT TIME DOES CHILD GET UP?*	WHAT TIME DOES CHILD GO TO BED?*	DOES CHILD SLEEP WELL?*
DOES CHILD SLEEP DURING THE DAY?*	WHEN?*	HOW LONG?*
DIET PATTERN: (What does child usually eat for these meals?)	BREAKFAST	WHAT ARE USUAL EATING HOURS? BREAKFAST _____ LUNCH _____ DINNER _____
	LUNCH	
	DINNER	

ANY FOOD DISLIKES? ANY EATING PROBLEMS?

IS CHILD TOILET TRAINED?*	IF YES, AT WHAT STAGE:*	ARE BOWEL MOVEMENTS REGULAR?*	WHAT IS USUAL TIME?*
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
WORD USED FOR "BOWEL MOVEMENT"*		WORD USED FOR URINATION*	

PARENT'S EVALUATION OF CHILD'S HEALTH

IS CHILD PRESENTLY UNDER A DOCTOR'S CARE?	IF YES, NAME OF DOCTOR:	DOES CHILD TAKE PRESCRIBED MEDICATION(S)?	IF YES, WHAT KIND AND ANY SIDE EFFECTS:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES CHILD USE ANY SPECIAL DEVICE(S):	IF YES, WHAT KIND:	DOES CHILD USE ANY SPECIAL DEVICE(S) AT HOME?	IF YES, WHAT KIND:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

PARENT'S EVALUATION OF CHILD'S PERSONALITY

HOW DOES CHILD GET ALONG WITH PARENTS, BROTHERS, SISTERS AND OTHER CHILDREN?

HAS THE CHILD HAD GROUP PLAY EXPERIENCES?

DOES THE CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEEDS? (EXPLAIN.)

WHAT IS THE PLAN FOR CARE WHEN THE CHILD IS ILL?

REASON FOR REQUESTING DAY CARE PLACEMENT

PARENT'S/DOMESTIC PARTNER'S SIGNATURE	DATE
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IMPORTANT INFORMATION FOR PARENTS

CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is

Discovery Club Agreement Newcastle Discovery Club School year 2011-2012

Registration: \$30.00 per family (August 17 through June 8)

Daily rates:

12:00-2:15 \$8.00

12:00-6:00 \$15.00

1:45-2:15 \$3.50

1:45-6:00 \$13.00

2:15-6:00 \$12.00

Minimum & collaboration days: \$5.00 extra

Late fee: \$1.00 per minute at 6:01 by the site clock

Added days (approved in advance): \$2.00 extra per day, payment due at pick-up

Full-time (Priority): contracted for **all** operational school days each month

Part-time: contracted for **less than all** operational school days each month - **5 day minimum required – this is not a drop-in program & days may not be moved or changed once contracted.**

There is a \$20 late fee for payments received (or postmarked) after the due dates.

As a parent/authorized representative I understand that I am contracting space in the Auburn Recreation District's Discovery Club program. I realize that I must pay in advance for any days contracted each month. I do not have to pay for days when school is not in session unless I enroll my child in Discovery Day Camp at Recreation Park.

If my child is registered as full-time, he or she will receive priority and be guaranteed space each month as long as my account is in good standing. Part-time registrations may be limited. Part-time contracts are processed on a first-come, first-served basis, and there is a possibility that if my child is part-time I may not be able to contract on any particular day that fills prior to receipt of my payment. I understand that if for any reason the Discovery Club must limit enrollments, full-time registrants will have priority. I understand that my child's full-time or part-time status applies for the entire 2010-11 school year and may not change monthly. Any permanent change must be approved in advance by the Site Director.

Payments must be made (or postmarked) by the following due dates:

August 12

September 6

October 4

November 4

December 5
January 10
February 3
March 5
April 11
May 4
June 1

Any payments received (or postmarked) after these due dates will be subject to a \$20 late fee. Any days added after the due date will be charged an additional \$2.00 per day. These days must be approved in advance by the Director. I understand that I will not receive any refund or credit for days missed unless I present a doctor's note stating that the child may not attend. I understand that Discovery Club does not operate on early dismissals, late starts or school closures due to snow days, severe weather, power outages or other circumstances beyond the program's control and I will not receive a credit or refunds for those days.

Due to the volume of payments processed by our Customer Service office, Discovery Club payments received without a payment voucher will be subject to a \$10 handling fee. There is a \$30 charge for NSF checks received by ARD. Outstanding payment amounts will interrupt service and place a hold on registration for all programs and classes offered by Auburn Area Recreation & Parks District until paid in full.

I understand that my registration fee covers August 17 through June 8, and does not include Summer Discovery Day Camp. I will not have to pay for holidays or in-service days when the school is not in session, unless I enroll my child in Discovery Day Camp at Recreation Park

I understand that at times there may be extra fees for field trips or special activities in which my child participates.

I understand that the program closes at 5:30 p.m. with a grace period until 6:00.m. A \$1.00 per minute late fee applies beginning at 6:01 by the site clock. Payment of the late fee may be made at the Discovery Club site, or at the ARD office, and must be received by the next business day. I understand that consistently late pick-up may result in a two-week notice of termination of child care.

I understand that I will be given a 30-day written notice in advance of any change in the basic rate.

Parents/authorized representatives receiving subsidized care must comply with regulations and procedures in a timely manner in order to insure payment to the program. Failure to complete paperwork, etc., may result in termination of care. If the subsidy agency refuses payment for services rendered, the parent/authorized representative will be personally responsible for the payment.

Service may be terminated due to non-payment of fees, consistently late pick-up, non-compliance with subsidy regulations and procedures, a contentious or unsatisfactory working relationship with parent and/or child, and situations posing a health or safety hazard to the children or staff in the facility. In the event of a health or safety hazard, care will be immediately terminated without a two-week written notice.

Requests for split payments (due to custody issues) must be approved in advance by the Director and may be denied if payments are not made in a timely and cooperative manner. Any policy change in regard to this issue will give a 30-day notice. I understand that as the parent who is registering the child, I am ultimately responsible for payment.

I understand that pursuant to Health and Safety Code Section 1596.853:

- (A) Any person may request an inspection of any child day care facility in accordance with the California Child Day Care Facilities Act by transmitting to the department notice of an alleged violation of applicable requirements prescribed by the statutes or regulations of this state. A complaint may be made either orally or in writing.
- (B) The substance of the complaint shall be provided to the licensee no earlier than at the time of the inspection. Unless the complainant specifically requests otherwise, neither the substance of the complaint provided the licensee nor any copy of the complaint or any record published, released, or otherwise made available to the licensee shall disclose the name of any person mentioned in the complaint, except the name of any duly authorized officer, employee, or agent of the department conducting the investigation or inspection pursuant to this chapter.
- (C) Upon receipt of a complaint, the department shall make a preliminary review and, unless the department determines that the complaint is willfully intended to harass a licensee or is without any reasonable basis, the department shall make an onsite inspection within ten days after receiving the complaint, where the visit would adversely affect the licensing investigation or the investigation of other agencies, including, but not limited to, law enforcement agencies. In either event, the complainant shall be promptly informed of the department's proposed course of action.

I understand that pursuant to 101200.(b) & (c):

- (b) The Department has the authority to interview children or staff, and to inspect and audit child or child care center records, without prior consent.

(1) The licensee shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the child care center.

(c) The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

If I want to be released from this agreement, I must give a 30-day notice in writing to the Newcastle Discovery Site Director stating that I am withdrawing from the program. Failure to do so may incur fees for that time period. _____(initial)

I am registering my child/children as (check one): _____Full-time _____Part-time
For the following times: (list number of children for each time)

Kindergarten 12:00-2:15 _____

Kindergarten 12:00-6:00 _____

(the above times will change to 1:45 when school hours change)

Grades 1st through 6th 2:15-6:00 _____

Days my child will attend:

_____Mondays _____Tuesdays _____Wednesdays _____Thursdays _____Fridays

I have read the above and agree to abide by the agreement and payment procedures for Newcastle Discovery Club for the school year 2011-2012.

Child/children's names: _____

Parent/Authorized Representative : _____ Date: _____

Site Director: _____ Date: _____

A copy of this document with the Site Director's signature will be available to the parent/authorized representative after the registration has been processed and school is in session.

DISCOVERY CLUB HANDBOOK

Newcastle Discovery Club

School Year 2011-2012

IMPORTANT PHONE NUMBERS:

Newcastle Discovery Club: (916)663-9655

Youth Services Manager, Debbie Thomas
(530)863-4618

Customer Service: 885-8461, ext. 0

Discovery Clubs are fully licensed by the State of California through Community Care Licensing, Child Care Division under Title 22. Our Directors and Program Leaders are 18 years or older, CPR & First Aid certified, with the required education and experience to make our program a healthy, stimulating and safe environment. The safety of the children in our program is our first priority. Discovery Clubs offer daily homework assistance, sports, snacks, arts and crafts, socialization time with friends, fun educational activities, community service projects and occasional field trips.

Philosophy Statement:

We believe every child has the right to grow and develop in a safe, supportive environment where each person is valued for his or her own unique qualities and differences.

Purpose:

Discovery Club provides age appropriate enrichments and educational activities in a safe, nurturing environment while helping children to develop positive self esteem and positive relationships with peers and key adults.

Goals & Program Method:

Provide a quality before and after school program for elementary-aged children.

Provide homework assistance and support through educational enrichments.

Introduce children to community responsibility through positive involvement.

Create positive adult/child interaction and communication.

Utilize a curriculum offering choices of hands-on creative activities, group and individual projects of exploration and problem solving, and involvement in community service projects.

AGE OF CHILDREN

Discovery Club is available for children enrolled in kindergarten through sixth grade.

REGISTRATION

The \$30 registration fee covers the immediate family from August 17 through June 8, for Discovery Club and Discovery Day Camp, for kindergarten through sixth grade.

Discovery Club only operates at the school site when school is in session. It is closed for

teacher in-service days and holidays. If you need care when school is not in session, you may contract for our Discovery Day Camp at Recreation Park through the Customer Service office. Discovery Day Camp operates during most scheduled school closures, such as winter or Spring Break, but may not be available for every school closure. It is closed on national holidays and observances. (See *Discovery Day Camp Information*).

WITHDRAWING FROM THE PROGRAM

A 30-day advance written notice to your site director is required to withdraw from the program. Otherwise, you may be responsible for payment of days during that time period. We cannot guarantee that there will be space available if you wish to re-enroll at a later time during the year.

DAYS & HOURS OF OPERATION

Discovery Club operates Monday through Friday on days when school is in session, including regularly scheduled minimum and collaboration days. Operating hours are from the kindergarten release time to 5:30 p.m., with a grace period until 6:00 p.m. There is a \$1.00 per minute late fee beginning at 6:01 p.m. **by the site clock**. Late fee payments may be made at the site and are due by the next business day with a completed payment voucher. Non-payment of late fees will interrupt service. If we cannot reach a responsible party or have no contact from the parent/authorized representative by 6:30 p.m., we will call Child Protective Services.

The program does not operate during late starts, early dismissals or school closures due to snow days, severe weather, power outages or other circumstances beyond the program's control and does not issue credit or refunds for these days.

PICK-UP & DROP-OFF

State licensing requires that parents/guardians sign their children in and out daily with a full legal signature and the correct time of pick-up. Do not drop-off your child at the curb, or remove them from the facility without following our sign-out procedures. Children will only be released to those adults listed on the registration form who are approved to take the child from the facility. Photo I.D. will be required at pick-up.

PAYMENT PROCEDURES – *This is not a drop-in program. Days must be contracted and paid for in advance.*

Children may be registered as full-time or part-time:

- If your child is full-time, they will receive priority and be guaranteed space each month as long as your account is in good standing. "Full-time" means that every operating day in the month is contracted and paid, regardless of usage, and no refunds or credits are issued for unused days. In the event that a reduction in enrollment is necessary, full-time students have priority.
- Part-time registrations may be limited. "Part-time" means that parents choose which days they want to contract. Part-time contracts are processed on a first-come, first-served basis, and there is a possibility that space will not be available on any given day. In the event that a reduction in enrollment is necessary, part-time students will not have priority.

- Registration as full-time or part-time applies for the entire 2011-2012 school year and any change must be approved in advance by the site director. *Status cannot change monthly.*
- *Minimum and collaboration days are \$5.00 extra per day*

Payments are due monthly in advance, according to the payment schedule:

August 12
September 6
October 4
November 4
December 5
January 10
February 3
March 5
April 11
May 4
June 1

For your convenience, payments may be made: *payment vouchers are required*

- By check (no cash or credit card) at the Discovery Club site between the 1st day of operation for the month and the due date
- In person at Customer Service at 123 Recreation Drive during normal business hours (9:00 a.m. to 4:00 p.m.). If the office is closed, payments may be left in the drop-slot, enclosed in an envelope with a completed Discovery Club payment voucher. We are not responsible for cash left in the drop-slot.
- By mail, postmarked by the due date (see payment late fee notice), with a completed Discovery Club payment voucher
- By credit card and fax to Customer Service during normal business hours, with a completed Discovery Club payment voucher and credit card authorization.
Please call ahead prior to faxing your payment.
- *Payment vouchers are available at the site, Customer Service and on-line at www.auburnrec.com*

Unfortunately, payments may not be made online for Discovery Club.

We do not issue credit or refunds for unused days except in the event of illness with a doctor's note (see Medical Policy/Plan). We do not issue credit or refunds for days missed (or early dismissals) due to power outages, inclement weather, snow days or other closures out of our control.

Due to the volume of payments received by Customer Service, Discovery Club payments received without completed payment vouchers will incur an additional \$10 charge.

Payment Late fee notice: Payments received or postmarked after the due date will be charged an additional \$20 late fee. Sorry-no exceptions. Failure to pay in a timely manner will interrupt child care.

NSF checks will result in a \$30 charge, loss of service and will prevent registration in any other Auburn Parks and Recreation programs until the account is cleared.

***We are not a drop-in program.* If a parent wishes to add to the days contracted in a month, these must be arranged with the Director in advance. Payment (plus \$2.00 per day added-day fee) must be paid prior to use.**

SPECIAL NOTE:

We try to be sensitive to the needs of parents and children who are in the midst of custody issues. However, we will not tolerate any disruption of our program, and insist that disagreements are handled away from Discovery Club, or risk having service terminated. Parents must provide Discovery Club with current restraining orders, if applicable.

If parents share joint legal and physical custody, both parents must be listed on the registration paperwork. We ask that parents respect their court-appointed custody and visitation agreements.

Requests for split payments (due to custody issues and the sharing of fees) must be approved in advance by the Director. Such an arrangement may be revoked if payment is not made in a timely manner. Any policy change in regard to this issue will give a 30-day notice. If the account is not kept current, regardless of which parent is responsible for the payment, service will be terminated. The parent who registers the child is ultimately responsible for payment.

DAY CAMP

Payments for Discovery Day Camp are not accepted at the Discovery Club site. Discovery Day Camp is a different program offered by Auburn Parks & Recreation. Payments may be made by the due date at Customer Service (with a completed Day Camp payment voucher) in person, by mail or by credit card/fax (see *Discovery Day Camp information*). Customer Service hours are 9:00 a.m. to 4:00 p.m.

SUBSIDIZED CARE

Auburn Area Recreation & Parks District does not subsidize any child care at Discovery Club. However, we do work with groups such as P.C.O.E. and Child Action, which may contract directly with us for payment of child care. Parents receiving subsidized care must also complete our registration packet each year, and submit contract vouchers monthly to the Discovery Club Director to reserve space for their children. Failure to fulfill the parental responsibilities agreed upon for payment may result in termination from the program. Any fees not paid by the subsidized care organization will become the responsibility of the parent.

PROGRAM INFORMATION

Discovery Clubs are licensed by the California Department of Social Services, Community Care Licensing Division under Title 22. Our Directors and Program Leaders have the experience and educational backgrounds necessary to meet the state's requirements, are at least 18 years of age and have fingerprint clearances. We comply with Title 22 in all areas. Our teacher to child ratio is 1 to 14 (smaller for kindergarten). Healthy morning and afternoon snacks are offered daily, and our facilities are subject to unannounced visits by licensing personnel during the year.

Videos are shown occasionally on rainy days or when exploring a theme. We have several "PG" videos, but we do not show videos rated for sexual content or crude humor. If you prefer that your child not watch "PG" rated videos, please alert the staff and an alternative activity offered.

DAILY SCHEDULE (times are approximate)

Kindergarten Program (early dismissal at the beginning of the school year):

- 12:00-12:30 Lunch in the cafeteria with Discovery Club staff assistance
- 12:30 – 1:00 Free play with manipulatives, games or educational activities
- 1:00-2:00 Creative expression through art, music, drama, literature, R & R

DAILY SCHEDULE (times are approximate)

Afternoon dismissal: (includes kindergarten later dismissal)

- 1:45 Pick up Kindergartners
- 2:15 Grades 1-6 report to Discovery Club
- 2:30 Roll Call & meeting
- 2:40-2:50 Snack
- 2:50-3:30 Homework Club, or staff-approved quiet activities
- 3:30-4:15 Sports & recreation
- 4:15-4:45 Group activities & enrichments
- 4:45-5:30 Quiet games & social time
- 5:30-6:00 Program closes – reading or staff-led games

Afternoon activities include homework time every afternoon with assistance from Discovery Club staff except for occasional days when other activities are planned. In consideration of all students, children are expected to quietly work on homework or engage in staff-approved quiet activities. Also offered are organized sports and games, healthy snacks with occasional cooking projects, theme-related activities, community service projects and educational opportunities.

Children are never forced to participate in planned activities. However, we do encourage them to try new experiences. For example, a child who is uncomfortable competing in a game may enjoy keeping score or leading cheers. A variety of choices will be offered wherever possible.

ARRIVAL PROCEDURE

Kindergartners will be picked up from their classrooms by staff each day. At the early dismissal, staff will take the children to the cafeteria to eat lunch. When later dismissal begins, staff will pick up the kindergartners at 1:45 and proceed to Discovery Club. Children in grades 1 through 6 will report immediately to Discovery Club after the dismissal bell. Any child who arrives late to Discovery Club must have a note from the parent or school staff. In the event that a child repeatedly arrives late without permission to Discovery Club, a parent conference will be arranged with possible dismissal due to liability.

As a courtesy, please call if your child will not be attending on any given day. If your child is involved with school activities after dismissal, you must complete a 'Non-Discovery Club Activities' form which states the time and day of the activity and states that we are not responsible for your child until they report to us. We do not call for children who are absent from Discovery Club unless requested in advance.

Care will be available as space permits at the early dismissal times on regularly scheduled minimum and collaboration days at an additional \$5.00 per day fee.

SIGN-IN/OUT PROCEDURES

Staff will sign-in each child who reports to Discovery Club each day. A parent/guardian must sign the child out daily with a full signature, noting the time of pick-up. *We do not allow children to sign themselves out of Discovery Club.* If you have arranged for someone else to pick-up your children from Discovery Club, please make sure they are listed on the registration form, and then call or speak to the Director in advance. We will not release a child to anyone who is not listed on the emergency contact portion of the registration form. Photo identification will be required at pick-up. You may make changes to the approved pick-up list at any time.

MEDICATIONS

In order for staff to administer medication, a signed permission form must be completed by the parent/guardian in advance and any medication must be in its original container accompanied by a doctor's note. This also applies to daily medications for allergies and

other conditions. A “Nebulizer Care Consent” form must be completed and signed by the parent and all staff who administer this medication prior to use (if applicable). Over the counter medicines (cough syrup, Children’s Tylenol, etc.) also require a signed permission form from the parent noting times and dosages and must be stored in the original containers. Children are not allowed to keep medications in their pockets, backpacks, or lunch boxes. All medications including over the counter medicines and/or prescriptions, must be given to the Director upon arrival at Discovery Club, and it is the parent’s responsibility to pick up the medication at the end of the day.

MEDICAL POLICY/PLAN:

Children who show signs of illness at the time of arrival will not be admitted to Discovery Club. Children recently exposed to or having shown signs of infectious illness will be inspected for illness before being allowed to return. A child who exhibits signs of illness while in our care will be moved to a sick area and a parent will be called. Sick children must be picked up within the hour. Children with pink-eye (conjunctivitis), scabies, lice, impetigo, chicken pox, fever diarrhea, nausea, severe runny nose, hacking cough or other contagious illnesses or conditions must be symptom-free for 24 hours before returning to Discovery Club and/or have a doctor’s note releasing them to return to school. Credit will be given for days missed due to illness only if a doctor’s note is presented stating that the child may not attend school on those days.

If a child receives a serious injury while at Discovery Club, emergency personnel will be immediately called, as authorized by the signed “Agreement, Waiver and Release” and “Consent for Emergency Medical Treatment” required for enrollment. *It is vital that a contact person be available at all times during the child’s contracted care with us.* If a child receives a non-life threatening injury, we will first attempt to reach a parent/guardian. If unable to reach a parent/guardian, we will then call individuals listed on the emergency contact list. If no contact is made, we may contact the child’s doctor (or dentist in a dental emergency) for direction. Minor injuries, such as skinned knees, will receive first aid and a note will be placed in the child’s sign-out to alert the parent.

ALLERGIES

Please alert staff to any allergies your child may have. If your child has severe allergies, you may wish to provide an epipen. The parent is responsible to monitor the expiration date on epipens and provide new ones when necessary. Snack schedules will be posted on the parent board, and parents may provide an alternative snack for their children if desired. A child will not be served a food to which the child’s record indicates he/she has an allergy. A child will not be served a food to which the child’s record indicates he/she has an allergy.

SNACKS

Snack is served each afternoon between 2:30 and 3:00 unless other activities require a change of time. All snacks will meet licensing requirements for food components and portion sizes for children 6 to 12 years of age. All foods will be selected, prepared, stored and served in a safe and healthful manner.

PERSONAL ITEMS

Discovery Club is not responsible for lost, broken or stolen items. Please leave valuables and large sums of money at home. Children may bring Gameboys and CD players/iPods at the discretion of the Director, and may lose the privilege if the guidelines for usage are not followed. CDs/iPods with offensive or violent lyrics, inappropriate language or subject matter are not allowed. CDs/iPods, etc., may not be shared with other children at Discovery Club. Cell phones are not allowed at Discovery Club. If a child needs to contact a parent or guardian, they should ask the staff. Video equipment, cameras, or other recording devices are prohibited to protect the privacy of all children in our care.

Children must wear shoes at all times, and all shoes must have heel straps (no flip flops). Children are to dress modestly with no visible underclothing, revealing or gang-related/violent items or logos.

BEHAVIOR EXPECTATIONS

We strive to make Discovery Club a safe, fun environment, and we expect the children in our care to respect the rights and privacy of others. Children who are physically or verbally abusive to others or to staff, or damage or steal belongings, will face disciplinary actions such as loss of privileges, suspension, and possible expulsion from the program. School rules are followed while on the school grounds, and school and Discovery Club property is to be respected at all times.

Service may be terminated due to non-payment of fees, consistently late pick-up, non-compliance with subsidy regulations and procedures, a contentious or unsatisfactory working relationship with parent and/or child, and situations posing a health or safety hazard to the children or staff in the facility.

FIELD TRIPS & TRANSPORTATION

Parents will be notified well in advance of any field trips and whether additional costs will be incurred. No additional permission forms will be provided. (See "Agreement, Waiver and Release") Field trips may be walking trips, or transported by Auburn Transit or by school bus. Children are never transported in private vehicles. Staff will accompany children on all buses. Due to time constraints, field trips are usually scheduled on minimum or collaboration days.

SPECIAL PROJECTS

Occasionally we provide opportunities for our children to give back to the community in the form of fund-raisers or service projects. These are completely optional and no discrimination will result if a child is unable or unwilling to participate.

Thank you for enrolling your child in the Newcastle Discovery Club. Please keep pages 1 through 8. Sign and return this page acknowledging that you have received the Parent handbook for the 2011-2012 school year. Thank you.

Parent: _____

Child/children: _____

Date: _____

PAYMENT PROCEDURES Newcastle Discovery Club

Children may be registered as full-time or part-time:

- If your child is full-time, they will receive priority and be guaranteed space each month as long as your account is in good standing. "Full-time" means that every operating day in the month is contracted and paid, regardless of usage, and no refunds or credits are issued for unused days. In the event that a reduction in enrollment is necessary, full-time students have priority.
- Part-time registrations may be limited. "Part-time" means that parents choose which days they want to contract. Part-time contracts are processed on a first-come, first-served basis, and there is a possibility that space will not be available on any given day. In the event that a reduction in enrollment is necessary, part-time students will not have priority.
- Registration as full-time or part-time applies for the entire 2011-12 school year and any change must be approved in advance by the site director. *Status cannot change monthly.*

Payments are due monthly in advance, according to the payment schedule:

August 12
September 6
October 4
November 4
December 5
January 10
February 3
March 5
April 11
May 4
June 1

Completed payment vouchers must accompany all payments. Payments may be made:

- By check at the Discovery Club site (no cash or credit card) between the 1st of the month and the due date
- In person at Customer Service at 123 Recreation Drive during normal business hours. If the office is closed, payments may be left in the drop-slot, enclosed in an envelope with a completed Discovery Club payment voucher. We are not responsible for cash left in the drop-slot. Payments left after 5:00 on the due date will be considered late.
- By mail, postmarked by the due date (see payment late fee notice), with a completed Discovery Club payment voucher

- By credit card and fax to Customer Service during normal business hours, with a completed Discovery Club payment voucher and credit card authorization.
Please call ahead prior to faxing your payment.
- *Payment vouchers are required for all payments and are available at the site, at Customer Service and on-line at www.auburnrec.com*

Unfortunately, payments may not be made online for Discovery Club.

Payment Late fee notice: Payments received or postmarked after the due date will be charged an additional \$20 late fee. Sorry-no exceptions. Failure to pay in a timely manner will interrupt child care.

NSF checks will result in a \$30 charge, loss of service and will prevent registration in any other Auburn Parks and Recreation programs until the account is cleared.

Due to the volume of payments received by Customer Service, Discovery Club payments received without completed payment vouchers will incur an additional \$10 charge.

Requests for split payments (due to custody issues) must be approved in advance by the Director and may be denied if payments are not made in a timely and cooperative manner. Any policy change in regard to this issue will give a 30-day notice. The parent registering the child is ultimately responsible for payment.

Payments and registrations for Discovery Day Camp are not accepted at the Discovery Club sites. Discovery Day Camp is a different program. Payments may be made by the due date at Customer Service (with a completed Day Camp payment voucher) in person, by mail or by credit card/fax (see *Discovery Day Camp information*).

There is no refund or credit given for days missed, or for late starts, early dismissals or school closures due to snow days, severe weather, power outages or other circumstances beyond the program's control.