

City of Lathrop
Parks and Recreation Department
Kid Club Program
ENROLLMENT AGREEMENT

The following explains the Kid Club policies and procedures. By signing this agreement, you are stating that you understand and will abide by these policies and procedures.

A. SCHEDULE AND AGES SERVED

1. Before School / runs from 7 AM to beginning of school.
2. After School / runs from end of school to 6 PM.
3. A program for children in kindergarten is provided ONLY at the Community Center at this time. Please contact the Parks and Recreation Office for further information.
4. The Kid Club Program serves children who are currently enrolled in kindergarten through their promotion from the 7th grade. Care is terminated the last day of school for students completing the 7th grade.

B. PAYMENT POLICIES

1. Before School / and After School: \$10 per week for mornings, \$20 per week for after school care, \$25 for both morning and afternoon care. Kindergartner's fee is \$25 per week. There is also an hourly rate of \$2.50 per hour.
2. Camp fees vary. You can pay by the week (\$60 per week) or by the day (\$15 per day). Please see the current Activity Guide for more information on these programs and their fees. (Activity Guides are available in the Parks and Recreation Office during normal business hours.) Camp hours are 9 AM – 3 PM.
3. An annual registration fee of \$10 will be charged. It is valid from July 1– June 30 of each fiscal year.
4. Should any personal check not be honored by the bank, there will be a \$15 processing charge and the fee must, from that point forward, **be paid in cash, by cashier's check, credit card, or money order**. All returned checks must be paid within 14 days of notification or the child can not return to the facility until the NSF check has been cleared.
5. All checks are to be made payable to the City of Lathrop. When paying in cash, please have the exact amount. We are unable to make change. The City of Lathrop Parks and Recreation Department reserves the right to modify any of the conditions of this agreement upon 30 days written notice to the parent/guardians.
6. **LATE FEE:** A late fee of \$5 will be assessed against any parent and/or guardian who arrive after 6:01 pm and an additional \$1 will be charged for each minute after 6:05 pm. This fee must be paid to the center at the time the child is picked up. If a parent is late three times, it is reason for termination. A Notice of Action to terminate care will be given to **ALL** late parents and will state which notice it is (1st, 2nd, 3rd notice). The third notice will require the parent(s) to make an appointment with the Program Director to discuss the needed action to continue care. The parents must make their appointment within two weeks of receipt of the notice.

C. CHANGES IN NORMAL ATTENDANCE PATTERN

1. You are required to call the center when your child will not attend on a scheduled day. We do expect notification if your child will not attend, even if it will be for only one afternoon. Please call Kid Club directly at 941-7375 or the Parks and Recreation Office at 941-7370 and leave a message.

D. DROP-OFF AND PICK-UP

1. Our sign-in/sign-out sheets are located in a notebook at the Community Center, Joseph Widmer Jr. School and Mossdale School. An adult (18 years of age or older) must sign your child in and out each day from the program. It is not acceptable for you to remain in your car and send in a sibling to pick-up your child. It is not acceptable for you to go home from work and call the program to ask if we will send the child home.
2. The sign-in/sign-out sheets are MOST important since this is our legal record of your child's participation in our program. We must have WRITTEN PERMISSION in order to release your child to any adult other than those you have indicated on your Kid Club Emergency Form.
3. The parent who signed the enrollment agreement is the parent with whom we are contracted. This means that we will come to that parent for the emergency list, paperwork, and all financial responsibility. In the event of

separation or divorce, the Kid Club Program will deal with the contracted parent. That parent will stipulate who is on the emergency form and allowed to pick-up the child/children. Any custodial parent has the right to pick-up the child/children and is considered on the form unless there is a court order forbidding contact or a restraining order against drop-off/pick-up. Kid Club will be responsible to collect fees, notify regarding changes, and, in general, deal with one contracted, custodial parent.

4. If your child will not be attending Kid Club, please let us know. If your child attends school and then does not come to the program, we will begin looking for him/her. If he/she is not located, we will call the police for help. If you have failed to notify the program that your child will not attend, and staff spends time looking for your child, you will receive a Notice of Action. If this happens frequently, you will be terminated from the program.
5. According to the Health and Safety Code (Sec. 1596.857) a child care facility may deny access to an adult whose behavior presents a risk to children present in the facility. Furthermore, the facility may deny access to non-custodial parents or guardians if so requested by the contracted parent or legal guardian.

E. PROGRAM ACTIVITIES

1. The program maintains a daily schedule which defines the typical sequence of events during a normal day for your child. The time schedule listed will be approximate and allows for flexibility to follow the interest and choices of indoor and outdoor (weather permitting) activities such as crafts, large and small group games, music, homework, and manipulatives. Time is also provided for eating, clean-up, transition, personal needs, and hygiene.

F. EMERGENCY CONTACT

1. Your emergency form must have the names, addresses, and phone numbers (work numbers and home numbers) of LOCAL people you wish us to contact in any emergency when we cannot reach you, the parent or guardian. They are the only people we will release your child to. The form is not considered complete without at least two (2) LOCAL people and their home and work phone numbers. Only the contracted parent can submit the emergency form with the names and phone numbers that the parent will allow to pick up the child/children. Any custodial parent may pick the child up at any time unless stipulated by court order or restraining order against such authorization. These orders must be on file with the program to be in effect. Please be certain your emergency form remains current and up-to-date.
2. If your child has not been picked up at the site by 6:01 pm, one of the people on the emergency form will be contacted to pick your child up. They will have to pay the late fee. If no one on the form can be reached, and you have not picked your child up by 7:00 pm, the site will contact protective services.

G. MEDICAL ASSESSMENT

1. A parent should report any illness or medical condition having occurred since the child's last attendance in the program. If a child attended the prior day and was sick during the night, do not expect to bring the child the next day.
2. Please report any contagious disease or condition as soon as you become aware of the problem. This helps contain the spread of problems. Examples would include Lice, Chicken Pox, and Flu symptoms.
3. If a child becomes sick at school, the school will call you to pick the child up and is to remain at school until he/she can be picked up. If a child becomes sick at Kid Club, we will call you or someone from your emergency form to pick up the child. You are expected to respond within 30 minutes to have your child picked up.

H. LUNCH AND SNACKS

1. Your child will be provided a nutritious mid-afternoon snack. It is important that you advise us of any allergies your child may have. Lunch is provided for those children enrolled in the Summer Camp Programs.

I. BEHAVIORAL EXPECTATIONS

1. It is the policy of this program that children, parents, and staff will be treated with respect at all times. Therefore, we ask that parents refrain from spanking or striking their child in the center. Abusive language from children, staff, or parents is not allowed. The Kid Club Staff will follow the discipline guidelines of the school. Hitting, spitting, swearing, and an aggressive, uncooperative attitude will receive a "time-out". An incident report will be filed and parents will be notified about a problem. In an aggravated situation that cannot be worked out with the help of the parents or because of the parent, we will require that the child be withdrawn.
2. Discipline at Kid Club is used as a learning opportunity rather than a punitive experience. We encourage children to respect themselves, each other, and property at Kid Club. Kid Club Staff will handle discipline of all children

in the center and on the school property. If you have a concern about another child, please discuss the situation with the Kid Club Director

J. HOMEWORK

1. Time will be provided for all students during the school year to do homework Monday through Thursday. We will plan our schedule so that the children are able to do at least 30 minutes of homework before 5:30 pm. This enables us to give homework assistance if needed, as well as encourage positive study habits in your child. We will need your cooperation and that of the classroom teacher. Sometimes a child tells us they do not have homework. If they come home without homework started, you may need to inquire further.

K. WITHDRAWAL

1. If you wish to withdraw from the program, we would appreciate a few minutes of your time to let us know if you are leaving for a personal reason or because the program is not meeting the needs of your children. A refund of pre-paid fees will take three to four weeks to process.

L. RELIGION

Kid Club refrains from being involved in religious instruction.

M. TERMINATION

Enrollment is withdrawn or postponed if:

1. The experience is too stressful for an individual child. Each child is accepted into the program on a probationary basis for the first two weeks. During this time, the child can be dismissed without prior notice and any unused pre-paid fees will be refunded.
2. The child's behavior is having an adverse effect on other children.
3. Failure to pay your fees.
4. Continued lateness in picking up your child. (After 3 times a conference will be scheduled with the Program Director and services may be terminated at this time.)
5. Not notifying the center when your child will not be attending. If staff must look for your child when we expect them at the center and we find you have picked up the child without notification, you may be terminated.
6. Failure to comply with the center's health and safety policies which includes: failure to submit appropriate emergency forms including names to be called for emergencies, failure to sign-in and sign-out properly, failure to honor the contract agreements, failure to submit certification information and any other required paperwork in a timely manner.

IF AT ANY TIME YOU HAVE QUESTIONS, CONCERNS, OR COMPLAINTS, PLEASE DO NOT HESITATE TO CONTACT US. YOUR CHILDREN ARE OUR CONCERN AND WE ARE PLEASED TO MAKE THIS A POSITIVE EXPERIENCE FOR US ALL.

Becky Enneking
Interim Director of Parks and Recreation
City of Lathrop

Moe Iorio
Recreation Supervisor
City of Lathrop

KID CLUB ENROLLMENT AGREEMENT

1. I have read and, by signing, I agree to the Kid Club Enrollment Agreement and wish to register my child(ren).
2. My child will normally begin the program at _____ and end at _____ Monday through Friday. Child is attending school at _____ and will be entering _____ grade. If the child's days and/or hours are irregular, describe hours and days here:
3. I understand that any child will be accepted into the program regardless of sex, race, religious affiliation, or national origin, providing the program meets the needs of the child.
4. I hereby agree to pay, in advance, for care. Please see the current Activity Guide for more information on fees and programs. (Activity Guides are available in the Parks and Recreation Office during normal business hours.) I understand that a two-week written notice is required when I plan to leave the program.
5. It is my understanding that should the fee become delinquent by only five (5) working days, immediate withdrawal of my child is required. The entire overdue balance must be paid in full before the child can be reinstated.
6. I understand that, if my child remains at Kid Club past closing at 6:01 pm, I will be charged \$5 and an additional \$1 for every minute after 6:05 pm. I agree to pay this late fee at that time.
7. I understand that \$15 will be charged for any checks that are returned to us by the bank. I will thereafter be required to pay by money order, cashier's check, or in cash (exact change only). I agree to pay this returned check fee.
8. I understand that the Kid Club program cannot assume responsibility for my child until he or she has been signed in by an adult. I agree to sign my child in and out each day. I also agree to notify Kid Club if I pick my child up early from school.
9. Children who attend Kid Club will be required to follow the schools rules of behavior. If a child is suspended/expelled from school, they will be suspended/expelled from Kid Club for an equal amount of time.
10. Yearly Registration Fee is \$10. I agree to pay this yearly fee.

Please sign below after reading the Enrollment Agreement and return to the Parks and Recreation Office.

Parent/Guardian Signature

Date

Kid Club Director Signature

To be completed by Parent or Guardian.

Please enter name of child's school and grade _____

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE
CHILD'S HOME ADDRESS			CITY/STATE	ZIP	BIRTHDATE OF CHILD
FATHER'S NAME	LAST	MIDDLE	FIRST	WORK PHONE	
FATHER'S HOME ADDRESS			CITY/STATE	ZIP	HOME PHONE
MOTHER'S NAME	LAST	MIDDLE	FIRST	WORK PHONE	
MOTHER'S HOME ADDRESS			CITY/STATE	ZIP	HOME PHONE
PERSON RESPONSIBLE FOR CHILD:	LAST NAME		FIRST NAME	HOME PHONE	WORK PHONE

ADDITIONAL PERSONS WHO MAY BE CALLED IN EMERGENCY

NAME	ADDRESS	PHONE	RELATIONSHIP

PHYSICIAN AND DENTIST TO BE CALLED IN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN & NUMBER	PHONE NUMBER
DENTIST	ADDRESS	MEDICAL PLAN & NUMBER	PHONE NUMBER

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN:
 CALL EMERGENCY HOSPITAL OTHER EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY
 (CHILD WILL NOT BE ALLOWED TO LEAVE WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR GUARDIAN)

NAME	RELATIONSHIP

**City of Lathrop
 Parks and Recreation Department
 (209) 941-7370**

Parks & Recreation Department
City of Lathrop

* 15557 Fifth Street
Lathrop, CA 95330 *
(209) 941-7370

REGISTRATION FORM

Name (Parent/ Guardian) _____

Mailing Address _____ City _____ Zip _____

Day Phone _____ Evening Phone _____

Resident Non-Resident

Participant Name	Activity	T-Shirt Size	Age

In consideration of the acceptance of my application for entry into the above event, I hereby waive, release, and discharge any and all claims for damages for the death, personal injury, or property damage which I may have, or which hereafter accrue to me, against the City of Lathrop as a result of my participation in the event. This release is intended to discharge the City of Lathrop, its agents and employees, and any other involved municipalities or public entities from and against any and all liability arising out of or connected in any way with my participation in the event, even though that liability may arise of the negligence or carelessness on the part of persons or entities mentioned above. I further understand that accidents and injuries can arise out of the event; knowing the risks, nevertheless, I hereby agree to assume those risks and to release and to hold harmless the City of Lathrop, its Councils, Commissions, boards, Departments, agencies, Officers, volunteers, and Employees who (through negligence or carelessness) might otherwise be liable to me (or my heirs or assigns) for damages. It is further understood and agreed that this waiver, release, and assumption of risk is to be binding on my heirs and assigns.

Adult Signature: _____ Date: _____