



Sunrise Kids Club Day Care

Dear Parents,

Please complete and return all Sunrise Kids Club registration forms listed below.

- Agreement Waiver/Photo Release
- EZ-Care Form/ Tuition policy
- Pre-Admission Form
- Attendance Agreement
- Consent for Medical Treatment
- Medical Background
- Permission Slip To/From School
- Notification of Parent's Rights- (LIC 613A, LIC 995, Notification, Acknowledgement)
- Late Pick-Up Policy

In order to adequately serve each child attending our Center, we ask that parents/guardians carefully complete each form with the most up to date information. The Site Director, along with our Parent Handbook can answer questions you may have concerning our program.

The "Sunrise Kid's Club" is licensed by the State of California, and administrated by the Sunrise Recreation and Park District. Our State Licensed Child Care facilities abide by standards and regulations established and enforced by the Department of Social Services; Community Care Licensing. The staff and Board of the Sunrise Recreation and Park District are dedicated to providing each child with:

Dignity in his/her personal relationships with staff and other persons; safe, healthful and comfortable accommodations, furnishings, and equipment; and, the care and supervision to meet his/her needs.

We at Sunrise Kids Club appreciate your interest in our daycare programs and wish to thank you for entrusting your child(ren) to our care.

SUNRISE RECREATION AND PARK DISTRICT
7801 AUBURN BLVD., CITRUS HEIGHTS, CA, 95610 TELEPHONE 725-1585

AGREEMENT, WAIVER, AND RELEASE
The Sunrise Kids Club
2019-2020
Minors Form

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

PHOTOGRAPH POLICY: Sunrise Recreation & Park District reserves the right to photograph facilities, activities and program participants for potential future use. All photos will remain the property of Sunrise Recreation & Park District. Commercial photography by any outside party at any district program is prohibited without express written consent.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE ABOVE DISTRICT AND I SIGN IT OF MY FREE WILL.

Signature _____
(Parent or *Legal* Guardian)

Print Name _____ **Date** _____
(Parent or *Legal* Guardian)

Note: By signing this agreement, you are agreeing to relieve Sunrise Recreation & Park District of liability for personal injury; wrongful death or property damage except as may be caused by the active negligence of Sunrise Recreation and Park District, to release photo rights.



EZ Care Tuition Agreement

Program: _____
Child's Age _____/Grade _____
Child's Start Date - _____
Mid- month Pro-rate amount _____
Child's Monthly Tuition _____

Child #1

Name: First _____ Last _____ Gender: M F Birthday: _____ Schedule _____

Child #2

Name: First _____ Last _____ Gender: M F Birthday: _____ Schedule _____

Child #3

Name: First _____ Last _____ Gender: M F Birthday: _____ Schedule _____

Parent/Guardian # 1
Name: First _____ Last _____
Address _____
City _____ Zip _____
Phone: Home _____
Cell _____
Work _____
E-Mail: _____
Relationship: _____

Parent/Guardian # 2
Name: First _____ Last _____
Address _____
City _____ Zip _____
Phone: Home _____
Cell _____
Work _____
E-Mail: _____
Relationship: _____

Billing information:

Primary Payer _____ E-Mail: //////

Billing Address (if different from above) : _____ City _____ Zip _____

Secondary Email Recipient _____ E-Mail: _____

Tuition:

Tuition invoices are emailed using our EZ-Care Financial System. Payments are due on the first of the month but late after the 10th. A \$20 late fee will applied to any late payment. Payment must be made in full or families will be subject to dismissal from the program. Re-enrollment fees will apply. Unpaid accounts will be sent to Titan Collection Agency.

Dropping from the Facility:

If dropping from the Child Care Center, a 2 weeks written notice must be given.

SUNRISE RECREATION AND PARK DISTRICT

Sunrise Kid's Club Pre-Admission Form

1) CHILD'S NAME:		
(First)	(Middle)	(Last)
2) Address:		
Child lives with both parents: yes / no - Lives with _____		
3) HomeTelephone:		
4) Birth Date:	5) Sex:	6) Grade level at start of school:
7) School Attending:		
Information here must be that of legal parent or guardian. Please put parent's name regardless of the custody situation.		
8) PARENT'S NAME:		
Home Address:		
E-mail Address:		
Occupation:	Work Phone:	
Work Address	Cell Phone:	
Information here must be that of legal parent or guardian. Please put parent's name regardless of the custody situation.		
9) PARENT'S NAME:		
Home Address:		
E-mail address		
Occupation:	Work Phone:	
Work Address:	Cell Phone:	
10) In the event that the parent cannot be reached, please list a relative or friend who is Local and should be notified in case of an emergency.		
Name:	Cell Phone:	Work Phone:
Address:		E-mail address
Name:	Cell Phone:	Work Phone:
Address		E-mail address

AUTHORIZATION

Following are the names of individuals which the parent has authorized to take their child from the facility.

The authorized individual must be 18 years of age to be allowed to pick up a child from the daycare. A child will not be allowed to leave with any other person without written authorization from the parent or guardian. **Verbal authorization will not be accepted.**

People on list must be close enough to pick-up in 30 to 40 minutes.

Pick-up Person's Name / Relationship to Child	Day Time Phone Number
Name on ID/No Nicknames _____ / _____	daytime # _____
_____ / _____	daytime # _____
_____ / _____	daytime # _____
_____ / _____	daytime # _____

All Individuals Authorized to Pick-up a Child from Kids Club Must show Picture Identification.

Attendance Agreement: School Year 2019-20

Child's name attending daycare _____

Child's grade _____

Scheduled Start Date _____

My child will attend on (please circle days):

M	T	W	TH	F	All Days
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Rates: Please check the category of care you will need for your child:

TK/Kindergarten AM & PM care:

- Full-Time \$500 per month
- Part-Time 4 days \$475 per month
- Part-Time 3 days \$440 per month

Grades 1-6 AM & PM care:

- Full-Time \$470 per month
- Part-Time 4 days \$445 per month
- Part-Time 3 days \$420 per month

Grades 1-6 Before school (AM) care ONLY:

- 5 day \$210 per month

Grades 1-6 After school (PM) care ONLY:

- 5 days \$440 per month
- 4 days \$420 per month
- 3 days \$400 per month

Families with two children attending full-time will receive a \$25 family discount per month on their tuition.

Withdrawal and Schedule Changes

A written 2 week notice is required when withdrawing as well as when a schedule change is needed. If necessary, amount is pro-rated. A list of scheduled hours and holidays are included in the Parent Handbook.

Termination:

Termination may occur if tuition for a child is not paid, if a child's behavior is unacceptable and/or disruptive, if a child has been expelled from school or if a child is picked up late three times within a six-month period. **For more information, please see Parent Handbook.**

I _____ Parent/Legal Guardian of: _____
Child's full name

have read fully, understand, and agree to follow the admission and attendance agreement.

Parent/Guardian Signature

Date

Site Director Signature

Date

SUNRISE KIDS CLUB

CONSENT FOR MEDICAL TREATMENT

As the parent, agency representative, or legal guardian, I hereby give consent to the Staff of the Sunrise Kids Club to provide all emergency dental or medical care prescribed by a duly licensed physician (M.D.) or dentist (D.D.S.) for _____. This care may be given under whatever conditions are necessary to preserve the life, limb, or well-being of my dependent.

MY CHILD HAS ALLERGIC REACTIONS TO THE FOLLOWING MEDICATIONS:

_____ Date _____ Parent/Agency Representative/Guardian Signature

_____ Home Address

_____ Home Phone _____ Work Phone

The Sunrise Recreation and Park District Authorization by parent or guardian to adult person to consent to medical, surgical, hospital, and dental care to minor.

The undersigned, who is the parent having legal custody, or the legal guardian of _____ hereby **Child's name** authorizes any adult employee of the Sunrise Recreation and Park District, into whose care the above named child has been entrusted, to consent to any x-ray examination, anesthetic, medical, or surgical diagnosis or treatment and hospital care to be rendered to said minor under the general or special supervision and upon the advice of a physician or surgeon licensed under the provisions of the Medical Practice Act, or to consent to a x-ray examination, anesthetic, dental or surgical diagnosis or treatment and hospital care to be rendered to said minor by a dentist licensed under the provisions of the Dental Practice Act. It is understood that the Sunrise Recreation and Park District neither assumes nor admits to any liability for payment of medical or any related services, including ambulance fees, rendered pursuant to this authorization. This authorization is given in consideration of participation of the named child in the program or programs conducted by the Sunrise Recreation and Park District.

Signature _____ Date _____

Note to Parents: This form is not a waiver of any of your rights. Its purpose is to authorize adult employees of the Sunrise Recreation and Park District to obtain medical, surgical, or dental aid for your child should the need arise. This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California.

SUNRISE KIDS CLUB

MEDICAL BACKGROUND

A physician's health report is not required as your child already has one on file at school; however, we need to be informed of your child's medical background in order to provide the best care and supervision possible. Failure to disclose pertinent information could result in dismissal from the program.

A. Describe your child's general health:

B. Describe your child's physical and emotional maturity:

C. Are there certain custody arrangements that apply to your child?
(i.e. alternating weeks between parents, restraining orders etc.)
A current copy of any legal paperwork must be kept in your child's file.

D. Does your child have any medication or food allergies?
(if "yes" please complete the "Medical Condition" form).

E. Does your child require any prescribed medication?

F. Does your child have any specific needs, issues or concerns?

G. Has your child had a serious illness or injury?

H. Physician's Name _____
Address: _____
Telephone: _____

I. Dentist's Name: _____
Telephone: _____

J. MEDICAL INSURANCE INFORMATION:
Name of Insurance _____
Policy Number _____

Parent Signature

Date

Date: _____

Medical Condition Information

In order to gain a better understanding of each child's medical needs please complete the questions below.

1. Please describe allergy/ medication/ condition.

_____.

2. What are the symptoms/reactions/ signs to look for?

_____.

3. What preventative measures would you like taken in order to minimize the risk of exposure to the allergy/ medication/ condition?

_____.

In addition to this form, you will be asked to read and sign an Emergency Action Plan pertaining to your child's condition/situation along with a medical authorization form if it is necessary. It is the responsibility of the parent to provide accurate and complete information at the time of enrollment and to alert the child care facility of any changes to the allergy/medication/ condition should it occur. This helps us to better prevent any situation that may occur while your child is in our care.

I have read, understood and agreed with the policy and my responsibilities listed in the Medical Condition form. I agree to provide the most accurate and current information and will alert administration as soon as possible of any changes that may occur.

Parent Signature

Director Signature

SUNRISE KIDS CLUB – 2019-2020

**PERMISSION SLIP
TO/FROM SCHOOL**

I give my permission for the staff of the Sunrise Kids Club to sign my child,
_____ out of the Sunrise Kids Club into school,

(Child's Name)

and I give my permission for the staff of the Sunrise Kids Club to sign my child into the Sunrise Kids Club after school on the days of my child's attendance in the Sunrise Kids Club.

I understand that the staff of the Sunrise Kids Club is not responsible for my child while they are in school.

Parent/Guardian Signature

Date

PERSONAL RIGHTS

Community Care facilities and Child Day Care Facilities

Personal Rights. See Section 86072 for waiver conditions applicable to rehabilitation facilities. See Section 101223 for waiver conditions applicable to Child Day Care Facilities.

(a) All Facilities. Each person receiving services from a community care facility and/or a child day care facility shall have rights which include, but are not limited to, the following:

- (1) To be accorded dignity in his/her personal relationship 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 the 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 the authorized representative informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the licensing agency's complaint receiving unit, 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 day care facilities, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parents or guardians of the child.)
- (6) To leave or depart the facility at any time, except for house rules for the protection of clients or for minors and others from whom legal authority has been established. (Pertains to Community Care Facilities only.)
- (7) Not to be locked in any room, building, or facility premises by day or nights.
- (8) Not to be placed in retraining devices without advance approval by the licensing agency.

(b) Residential Facilities. See Section 86072 for waiver conditions applicable to rehabilitation facilities. In addition to (a) above, each person provided services by a residential facility should have and may exercise the following rights:

- (1) To visit the facility with his/her relatives or authorized representative prior to admission.
- (2) To have his/her relatives or authorized representative regularly informed by the facility of activities related to care and supervision including but not limited to modifications to needs and services plan.
- (3) To have communications to the facility from his/her relatives or authorized representative answered promptly and completely.
- (4) To be informed of the facility's policy concerning family visits and other communication with clients. This policy shall encourage regular family involvement and provide ample opportunities for family participation in activities at the facility.
- (5) To have visitors, including advocacy representatives, visit privately during waking hours provided such visitations do not infringe upon the rights of other clients, unless prohibited by court order or the authorized representative.
- (6) To wear his or her own clothes, to possess and control his/her own cash resources, to possess and use his/her own personal items, including his/her own toilet articles.
- (7) To have access to individual storage space for his/her private use.
- (8) To have access to telephones, to make and receive confidential calls, provided such calls do not infringe on the rights of other clients and do not restrict availability of telephone in emergencies.
- (9) To mail and receive unopened correspondence unless prohibited by court order or by the authorized representative and for children to have ready access to letter writing materials and stamps.
- (10) To receive assistance in exercising the right to vote.
- (11) To receive or reject medical care or health-related services, except for minors and others from whom legal authority has been established.
- (12) To move from the facility in accordance with the terms of the admission agreement **Reference:** California Code of Regulations - General Licensing Regulations, Sections 80072, and 101223; Section 83072 Small Family Homes; Section 84072, Group Homes; Section 85072, Adult Residential Homes; Section 87144, Residential Care Facilities for the Elderly; and Section 102423, Family Day Care Homes.

NOTIFICATION OF PARENT'S RIGHTS

INSPECTION OF AUTHORITY

The Department of licensing agency shall have the authority to interview child(ren), or staff, and to inspect and audit child or facility records without prior consent.

- a. The licensee shall make provisions for private interviews with any child(ren), or any staff member; and for the examination of all records relating to the operations of the facility.

The department or licensing agency shall have the authority to observe the physical conditions of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

Instructions:

This form is intended to meet the requirement of California Health and Safety Code Section 1596.857 which requires that parents or guardians be informed of their right to enter and inspect the child care facility where their child is receiving care. The facility is required to:

- 1. Post this statutory right in a prominent place in the facility that is easily accessible for public view.
- 2. Complete and detach the form at the perforated portion.
- 3. Give the parent or guardian the top portion of this form.
- 4. File and maintain the detached bottom portion in the child's facility record to document that all parties have been notified of this right in accordance with the above statute.

Parent's Rights

- 1. Parents/guardians, upon presentation of identification, have the right to enter and inspect the child day care facility, in which their child(ren) are receiving care, without advance notice to the provider. Entry and inspection right is limited to the normal operating hours while their child(ren) is receiving care.
- 2. The law prohibits discrimination or retaliation against any child or parent/guardian for exercising his/her right to inspect the facility.
- 3. The law requires that parents/guardians be notified of their rights to enter and inspect.
- 4. The law requires that this notice of parent's rights to enter and inspect be posted in the facility in a location accessible to parents/guardians.
- 5. The law authorizes the person in charge of the child day care facility to deny access to a parent/guardian under the following circumstances:
 - a) The parent/guardian is behaving in a way which poses a risk to children in the facility, or
 - b) The adult is a noncustodial parent and the facility has been requested in writing by the custodial parent to not permit access to the noncustodial parent.

(DETACH HERE)

ACKNOWLEDGMENT OF PARENT'S RIGHTS NOTIFICATION

This will acknowledge that I/we, the parent(s) of _____, have received a copy of "PARENT'S RIGHTS" from the licenses or authorized representative of the "SUNRISE KIDS CLUB".

Parent/Guardian

Date

Signature of

NOTE: This form shall be retained in the Child's file.

SUNRISE KIDS CLUB

LATE PICK-UP POLICY

A "late pick-up" is any child(ren) who has not been picked up from the Sunrise Kid's Club program by closing time, **6:00 PM**. The following policy and fees will be applied to all late pick-ups.

FEE: A late pick-up fee will be charged at the rate of \$1.00 per minute after closing time.

- Late pick-up fees will be billed to the account on the next tuition billing cycle. Late pick-up fees must be paid or the child will be dismissed from the program. Re-enrollment fees will apply and are subject to space availability.
- **If more than two (2) late pick-ups occur within a six month period, on the 3rd occurrence, the child(ren) shall be dismissed from the program.**

CLOSING:

- Staff will attempt to contact persons listed on Authorization form until someone is reached.
- Once contact is made, staff will ask for an estimated arrival time.

45 MINUTES PAST CLOSING

- When the child(ren) has not been released to an authorized pick-up person 45 minutes past closing time(i.e. 6:45 pm) Child Protective Services (CPS) of Sacramento County will be notified. Law enforcement usually responds, and at this point the child will be taken into custody by CPS or the police, and they will continue attempts to reach the parents. A note will be left on the Sunrise Kid's Club's door to direct the parent/authorized pick-up person how to locate the child.
- Late fees will be figured up until the time the child(ren) is taken into custody by CPS or the police and will be subject to payment procedures as stated above.

I have read and understand the above policy and agree to comply with it should I (or my authorized pick-up person) arrive after closing time to pick up my child(ren).

Parent/Guardian Signature

Date

Sunrise Recreation and Park District
7801 Auburn Blvd., Citrus Heights, CA 95610
(916) 725-1585



PARENT HANDBOOK

WELCOME TO THE SUNRISE KID'S CLUB!

LOCATED AT:

**Olive Grove Elementary
7926 Firestone Way
Antelope Ca. 95843**

**Day Care: (916) 726-0224
Lic# 343604450**

**Director: Kourtney Hobart
Assistant Director: Wyatt Holloway**

Our before and after school program is operated by the Sunrise Recreation and Park District in conjunction with the Dry Creek Joint Unified School District. It is a State Licensed facility, which is open to children enrolled in the Olive Grove Elementary School and surrounding community.

The goal of our program is to provide a safe, comfortable environment designed to meet the social, emotional, and physical needs of your child through activities planned and presented by qualified, caring staff. The program includes a wide variety of educational and recreational activities in such areas as art, science, music, outdoor sports and study time.

HOURS, DAYS, AND RESTRICTIONS OF OPERATION

HOURS	7:00 AM to 6:00 PM- Monday through Friday.
SCHOOL HOLIDAYS	Facility will be open provided there are a sufficient number of children signed up to attend.
MINIMUM DAYS	Facility will be open on all minimum days.
LATE CHARGES	Our facility closes at 6:00 PM. A late charge of \$1.00 per minute per child will be charged after 6:00 PM <i>*Three late pick-ups within a six month period may result in dismissal from the program.</i>

THE SUNRISE KID'S CLUB WILL BE CLOSED THE FOLLOWING DAYS:

New Year's Day	Labor Day
Martin Luther King's Birthday	Veteran's Day
Presidents Day	Thanksgiving Day plus the day before & after
The Friday before Easter	Christmas Eve
Memorial Day	Christmas Day
Fourth of July	New Year's Eve

The center may be closed 2 additional days for maintenance or cleaning



SCHEDULE AND ENROLLMENT

Registration: New enrollment is secured with a one-time non-refundable \$125 registration fee. An \$80 non-refundable annual re-registration is due by April 4. Returning families who miss the early registration deadline will be charged the full registration fee. Once returning children are enrolled, the remaining openings will be offered to siblings, then to families wishing full-time care on our waiting list, with kindergartners the priority. If a child drops from the program, they can re-enroll during the same school year, if spots are available for a discounted \$50 re-enrollment fee.

Monthly Tuition: Tuition will be a consistent monthly charge during the school year, based upon the tuition category you contracted upon registration. All tuition rates are based on a 10-month school year and include fees for Early Release Days. **NO TUITION CREDIT WILL BE GIVEN FOR DAYS NOT ATTENDED.** It is our goal to maintain a quality program while keeping tuition costs as low as possible.

- When multiple children in a family are attending Day Care on a full-time basis, a \$25 per month sibling discount will be given to the second child and each additional child thereafter.
- Those needing alternate-week-care will be billed in the 3-day-per-week categories.
- Our Day Care Center is scheduled to close at 6:00 PM daily. Any child picked up after 6:00 PM will accrue a late pick-up fee of \$1 per minute per child. *Three late pick-ups within a six month period may result in dismissal from the program.*

Schedule Changes: A Schedule Change Form is due 2 weeks prior to making any changes to your child(ren)'s schedule and tuition category. This form is required for changes in tuition category, withdrawal from the program, and re-enrollment in the program. A 2 weeks' notice is required for all withdrawals in order to avoid continued charges. All category changes and re-enrollments are pending availability in the program.

School Breaks: Two weeks prior to your child's "school break" time, you must turn in the non-school-day form, informing the day care what your child's "school break" schedule will be. If your child will be attending day care during this time, you will need to pay an additional fee for every day that you choose to have care in addition to the regular monthly tuition.

The additional daily fee is:

\$14 for children enrolled in PM and AM/PM categories that include the non-school day

\$17 for children enrolled only in AM categories

\$40 for children enrolled in drop-in and other categories that do not include the non-school day

Adding days: For students with part-time schedules, additional days can only be added by contacting the Director or Assistant Director, and confirming site availability. A 2 weeks' notice is needed to schedule additional care. For occasional additional care, the rates are as follows:

\$15 to add a morning

\$25 to add an afternoon

\$40 to add a morning and afternoon

Drop-In: For students that are not enrolled in a regular schedule, the daily fee is \$40 for any attendance. Drop-in care can only be added by contacting the Director or Assistant Director, and confirming site availability. A 2 weeks' notice is needed for drop-in care.



PARENT RESPONSIBILITIES

EMERGENCY INFORMATION: Before your child may be admitted to this program, you must fill out the packet of registration paperwork to be kept on file containing complete and current information. When you drop off and pick up your child, you will be required to sign him or her in or out. If someone other than a parent is picking up your child, that person must be 18 years of age and be listed on the Pre-Admission Sheet in your child's file. We will verify identity by asking to see a valid identification, such as a driver's license.

NOTIFICATION OF ABSENCE: The school does not notify us if a child is absent or has left school. Please make sure that you notify the Day Care Center by 9:00 AM when your child will be absent or leaving school early. A child sent home from school for any reason may not attend the Sunrise Kid's Club.

ILLNESS: Children cannot be allowed at the Sunrise Kid's Club with a fever, diarrhea, vomiting, pink eye, head lice, or other communicable childhood diseases. Children must be free of symptoms for 24 hours before they can be admitted back into the program.

WEATHER: *We will not go outside in inclement weather and/or extreme temperatures.*

MEDICATION: A Medication Request Form must be completed for any prescription medications. The medicine, prescribed by a doctor, must be in a labeled pharmacy container with the child's name on it. Failure to notify staff of a medical condition, or an addition or change in medication shall result in dismissal from the program. A Medical Request Form must be filled out and on file for the administration of sunblock.

EMERGENCY PROCEDURES: In the event of an accident or emergency, the Day Care Director or designated staff will attempt to notify the parent immediately. The staff member will determine if an ambulance is necessary to have the child transported to the nearest medical facility and will make necessary arrangements.

In the event a parent cannot be reached, the staff will determine action necessary to assure the child's health and safety. (No staff will be permitted to transport a child in their personal vehicle.)

If a natural disaster should occur, staff will remain with your child until you or an authorized adult, and/or emergency personnel should arrive.

During any school-wide emergency (fire, lockdown, etc) students will not be released to parents until an all clear is given by the designated authority.

DRESS: Children will be participating in various activities and will enjoy themselves more if they do not have to worry about their clothing. It is suggested that they have an extra pair of shoes and change of clothes (well marked with their names) that can be stored in their cubby. Closed toe shoes only. Sandals are not allowed.

COMMUNICATION: As a parent, you are encouraged to share with staff members any changes, concerns, or problems regarding your child. This can help us look out for your child's well-being.

SNACKS: This program provides morning and afternoon snacks. Any child attending the Sunrise Kid's Club on a non-school day will be required to provide his/her own lunch.

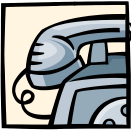
ALLERGIES: Parent/guardian of students with indicated allergies on their Medical Background Form will be asked to develop a Health Plan within the guidelines of SRPD policies.

DISCIPLINE POLICY

Discipline will be handled on an individual basis in an appropriate manner. Any form of discipline that impairs the student's self-respect will not be used. No corporal punishment will be used at any time. In dealing with unacceptable behavior, staff members will discuss the problem with the child to find a better behavior and/or method of handling the situation. Every attempt will be made to handle these situations within the program. If the problem continues, the Day Care Director will contact the parent to discuss the situation. If the problem continues after a parent conference, the child will then be sent home or temporarily suspended from the Day Care and a discipline report will be placed in the child's file.

A continuation of the problem will result in the child's dismissal from the program. In the best interest of all children enrolled in the program, the Day Care Director has the right to dismiss a child from the Sunrise Kid's Club at any time for unacceptable and/or disruptive behavior. Children dismissed from the program for any reason may not be re-admitted at the Sunrise Kid's Club. A child, who is serving a suspension from the elementary school, regardless if it is an on-campus office suspension or a home suspension, will not be allowed to attend the Sunrise Kid's Club for the duration of their suspension. Tuition credit will not be given during this time.





04450

NOTIFICATION OF ABSENCES/EARLY PICK UP

*****It is very important that parents call the Sunrise Kid's Club by 9:00 AM to let us know that your child will not be at school or in Day Care that day. If you will be picking your child up early from school, you need to let the Sunrise Kid's Club staff know. Notes given to your child's school teacher are for the school only and are not routinely given to the Sunrise Kid's Club.**

In many cases the Sunrise Kid's Club is not informed by the school office of a child's absence or the fact that he or she has been picked-up early from school. The **SAFETY** of our students is of primary concern to the Sunrise Kid's Club and when a child does not return from school the Day Care staff immediately begins to search for this student. Not knowing the whereabouts of your child is very time consuming and stressful for the Sunrise Kid's Club staff.

Each day, students are checked into the day care on a roll-sheet immediately after school is over and also signed in when they have entered the day care.

If a student does not come from school to the day care:

1. The child's name is given to the Day Care Director or Assistant Director.
2. The School office is then called and asked to check on the student's attendance at school that day.
3. The Day Care Director or Assistant Director of the Sunrise Kid's Club will then go to the student's classroom to speak to the teacher if they are available. (Students sometimes stay in their classroom for a few minutes after class).
4. A physical sweep of the school is done and we question any of the students enrolled in the Sunrise Kid's Club and also children from the child's class. Children are questioned for helpful information; however, this does not stop the search for the child.
5. The student's parent is called. If a parent cannot be reached, the Sunrise Kid's Club continues to call until a parent or adult on the child's emergency list can be found to verify the child's whereabouts.

Families must understand that communication between parents and Day Care personnel is vital to the success of safely caring for each student entrusted in our care.

The Sunrise Kid's Club will be expecting your child each day that they are enrolled, and if we are not notified of a change in a child's schedule we will begin the procedures listed above.

Repeated failure to notify the Day Care Center of your child's absence will result in dismissal from the program.

Children will not be picked up nor checked into the Sunrise Kid's Club on days they are not scheduled for care unless a parent/guardian makes prior arrangements with the Director or Assistant Director.

Adding care is only permitted when space is available. A 2 weeks' notice is required to add care.

The Sunrise Kid's Club appreciates your understanding of the need to know the whereabouts of your children.



SUMMER PROGRAM

Summer Kid's Club Camp enrollment is secured with a non-refundable \$45 registration fee. This fee includes a T-shirt for each child.

Activity fees for most special events, field trips, and bus transportation are included in the price of weekly tuition.

Program runs M-F, 7:00 AM – 6:00 PM during the summer break of the school (excluding holidays).

Participating children must be pre-registered for the weeks they plan to attend. Tuition will be billed each month based on the rate of **\$185 per week**.

Participating children who are not registered for a full week session may be pre-registered for single days when space is available. Tuition will be billed at the daily rate of **\$55 per day**.

**Please note that most field trips will only include students registered for the entire week of program.*

NO TUITION CREDIT WILL BE GIVEN FOR DAYS/ACTIVITIES NOT ATTENDED. It is our goal to maintain a quality program while keeping tuition costs as low as possible.

- Multiple children discount does not apply to summer enrollment.
- A 2 weeks' notice is required for all schedule changes and withdrawals in order to avoid full tuition charges.
- The fees associated with field trips and activity fees cannot be refunded, therefore schedule changes made with a 2 weeks' notice may result in only a partial refund.
- Our Day Care Center is scheduled to close at 6:00 PM daily. Any child picked up after 6:00 PM will accrue a late-pick-up fee of \$1 per minute per child. *Three late pick-ups within a six month period may result in dismissal from the program.*

Summer Program Rules:

- Children must bring their own lunch and drink. The Sunrise Kid's Club provides 2 snacks per day.
- Children must wear sensible footwear and sandals must have a back-strap. No flip-flops please.
- Children should apply sunscreen before arriving at the Sunrise Kid's Club.
- Children must wear their Sunrise Kid's Club shirt on all fieldtrips.



INVOICES AND BILLING

All invoicing, billing, and payment processing is handled by the Finance Department of the Sunrise Recreation and Park District. To sign up for Click-to-Pay, or for questions about your invoice, fees, or payments - please contact our Finance Department at skcfinance@sunriseparks.com

NO PAYMENT WILL BE ACCEPTED AT THE SUNRISE KID'S CLUB CENTER

Tuition invoices will be provided no later than the last day of each month. Invoices are emailed to one, or more than one email address.

Tuition is due and payable the first day of each month for the enrollment of that month. Payment is considered delinquent if not paid in full by the 10th of the month, and your account will be charged a \$20.00 late fee. If the payment is not made within 3 days, your child will be subject to dismissal from the program. Unpaid balances past 30 days may be sent to Titan Revenue Solutions for collections.

Families may choose one of the following 3 options to pay tuition:

1.) Click-to-Pay:

The Click-to-Pay online feature will be included as a link in each emailed invoice. This link will direct you to the SRPD payment page. The amount that is owed for the month will already be populated. You have the option of adjusting the amount. Contact skcfinance@sunriseparks.com for questions about your invoice, fees, or payment.

2.) Check or Money Order:

Sunrise Recreation & Park District
Attn: Sunrise Kid's Club
7801 Auburn Blvd
Citrus Heights, CA 95610

Please be sure to write your child's name and site on your payment to assure that the payment is credited to your account. You may also send in the bottom portion of the courtesy statement w/ your payment.

3.) Walk-In Payments:

Cash, Check and Credit Card Payments are also accepted at the District Office at Rusch Park (7801 Auburn Blvd. Citrus Heights, CA 95610) Monday thru Friday from 8:00 AM - 5:00 PM.

PLAN OF OPERATION – Sunrise Kids Club – Child Care Programs

Incidental Medical Services

Sunrise Kids Club offers to assist parents with administering prescribed medication to their children during the Day Care or Preschool day. All medications must be clearly labeled with the child's name, the dosage and the frequency in which it is given. Prescribed medication is given under direct supervision by trained staff members.

Medical accommodations are limited to the following:

- **Daily Prescribed Medication that can be taken by mouth**
 1. pill/tablet form
 2. liquid form
- **Inhalers**
 1. Metered Dose Inhaler (MDI)
 2. Metered Dose Inhaler with Spacer
- **Epinephrine Pen/ Epinephrine Pen Jr.**

At Enrollment or During Ongoing Care

Before administering medication to a child in the Sunrise Kids Club, we must first receive required information. At enrollment parents complete a Medical Background Form which contains questions about allergies and current medical situations. Staff will review the form with the parent and if medication is needed, parents will complete the Medical Authorization Form and Emergency Plan of Action. While we take precautions, we cannot guarantee an allergen free environment.

Medical Authorization Form

This form includes:

- Consent to give medication when parent is unavailable to do so
- The name of the medication
- The proper dosage
- The frequency in which it is given
- Possible Side Effects
- Parent and Director Signature
- Log for staff to note once medication has been given

The frequency and dosage of the medication must match according to the prescription. If there is any discrepancy with the dosage or frequency, staff is to administer according to the doctor's orders.

The Authorization form is kept in a binder and all medications are kept in a storage container only accessible by staff. Should the medicine need refrigeration, a box marked for medication is kept in the kitchen refrigerator behind a closed door accessible to staff only.

Emergency Action Plan

The plan includes:

- How to administer medication
- contacting parent/guardian
- assessing if an ambulance must be called depending on the situation
- reporting medication on Medical Authorization Log
- filling out an Accident report
- Notifying Licensing and filing an LIC 624.

The child's file contains the Emergency Action Plan which has been reviewed by the supervisor and all staff.

Medications are checked monthly to ensure they are up to date. Parents are notified prior to medication expiration. If medication is still required, parents must supply the Child Care Center with a current medication when child is in attendance. In the case of an emergency medical condition, such as possible anaphylaxis, a current Epi Pen must be present, or the child will not be admitted for care.

Disposal of Medication

If a child no longer attends Kids Club and parents have been contacted but either do not respond or do not pick up the prescription, the Site Director takes it to the District Office where it is properly disposed of and an LIC 622 is filled out.

A list of medicinal and food allergies are kept in each room along with the phone number of parental contact. All staff is made aware of all facility allergies and administrative staff (2-6 members depending on location) is trained on how to administer medication. In case of an allergic reaction staff is to follow protocol set forth by guidelines in the Plan of Action.

Traveling on a Field Trip

All medications are taken on field trips when the child is present. The medication is kept in a bag with the child's name on the front. Medications stay with the Director or Asst. Director and are administered

appropriately should the need arise. Upon return to the facility, all medications are placed back into the container along with the Medical Authorization binder.

Sunrise Kids Club makes an effort to provide snacks without known allergens. In the event a snack is served containing the allergen, an appropriate alternative snack is served to the child.

Staff is trained to handle situations according to basic safety precautions per staff training modules. Precautions can include wearing gloves during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers. Staff is also required to notify parents and complete a report, which is given to the parent, the park district and licensing if necessary. Protocol varies depending on the severity of the situation.

2/05/18