



Dear Parents,

Welcome to Club Rec After School Program! This parent handbook was developed to try and answer common questions regarding our program. Please take some time, prior to your participant's first day, to read through the information in this packet. It is our primary goal this school year to create a space where our participants can learn, play, and feel safe. Our staff recognize that it is important for our participants to discover their imaginative and creative side while at the same time encouraging the development of friendships. We offer an enriching program that includes enrichment clubs, crafts, sports, and much more! We look forward to an exciting school year ahead and getting to know you and your family. If you have any questions, please feel free to call: (415) 467-6393.

Sincerely,

City of Brisbane Club Rec Team





Program Location: The Club Rec After School Program is located at 500 San Bruno Ave, in our childcare modular on the corner of San Bruno Ave and Glen Park Way.

Please Note: Non-childcare staff, including parents/guardians, are not permitted inside our childcare modular except for the 1st week of program.

Times and Dates: The after-school program begins when children are released from school and ends at 6pm. The Club Rec After-School program follows the Brisbane Elementary School calendar. When there are minimum/early dismissal days, the program will open when the students are dismissed from school. When the school is closed, this program will also be closed.

**A late fee of \$5 for every 5 minutes, per child, will be applied to all late pick-ups. If a family has more than 3 late pick-ups, further action may be taken. Any late fee payments must be provided at the time of late pick-up or unless otherwise specified by Program Director.*

Contact Numbers: You may contact us directly at the site (415) 467-6393 or at Angela's work cell (415) 254-0353.

Sign-in: When the school dismissal bell rings, the children will walk from their classrooms to our modular and our staff members will check them into the program. The Kinder classes will be picked up directly from their classroom by one of our staff members every day.

Sign-out: Participants may be picked up at our gate located on the corner of San Bruno Ave and Glen Park way. **If you do not see a Recreation Leader when you arrive, please ring the doorbell, located on the top left corner of our gate.** Children in 3rd grade and above may self-release from the program, if there is a signed Self-Release Waiver on file. Anyone on the child's authorized pick-up list is eligible to sign the form on behalf of the child. Head of household on the account can remove authorized pick-ups at any time through email confirmation.

Our primary concern is your child's safety. Therefore, children will not be released to anyone who is not on their authorized pick-up list. If you need to add anyone to the list, please contact arodas@brisbaneca.org. All arrangements for authorized pick-up must be made and approved *before* arrival to program on the 1st day. **Please be prepared to show photo ID during pick-up time.**

Medication: Medication will only be dispensed if there is a Parent Consent for Administration of Medications Form on file. This includes epi-pens that are kept on-site. If you need a copy of the form, please contact arodas@brisbaneca.org.



Snacks: Our program provides an afternoon snack. If your child has a food allergy or dietary restriction, you must add the information as a medical alert during registration.

Clothing: Children are encouraged to come in comfortable clothing suitable for the weather that day. Play clothes should be worn, so that your child may play freely and not worry about accidents or stains. Younger participants should always carry an extra pair of clothes, in case of accidents. Sneakers are recommended (*closed toe shoes required*) every day.

Personal Belongings and Lost Items:

- Please leave personal items such as jewelry, toys, candy, money, and cell phones at home.
- Staff will not be held responsible for lost, broken, or stolen items.
- Lost and Found items will be placed near our modular entrance. You may request to check this container at any time. All unclaimed items will be donated every four weeks. We ask that you label all your child's belongings so that we can do our best to return lost items to the right person. All (unlabeled) items not returned to children by the end of the four weeks will be donated.

Physical Activity:

Most of our afternoons will be spent outdoors. Activities may include, but are not limited to: sports (soccer, football, basketball, kickball) and running. All activities are supervised by camp staff.

Health Policy:

Parents, please be aware that your child will be in contact with multiple children on a daily basis. This may add to the risk of acquiring infectious illnesses. **Do not bring your child to the program if they are ill!** This protects your child and other children from coming into contact with contagious diseases.

Symptoms for which a child should be kept at home or sent home from the program are: headaches, fever, excessive runny nose and eyes, coughing, stomach ache, ear ache, vomiting or diarrhea, sore throat, skin rashes (until a definite diagnosis is made by a doctor), and head lice (examine your child's scalp and hair regularly). When a child develops any of the above symptoms, she/he will be isolated from other children at in the program and parents will be contacted to pick-up the child. A child with a contagious disease must be kept at home. Please notify our staff if your child has been diagnosed with a contagious illness so that all other parents can be appropriately notified of exposure.



Discipline Policy:

Staff make every attempt to model and teach appropriate behavior. They encourage participants to express their feelings in a “socially acceptable” manner. Every effort will be made to address disciplinary measures in an understandable and clear method to the child, and an explanation will be given *before* and after any disciplinary action occurs.

Our policy at Club Rec is to discourage all physical contact between participants, with the exception of: fist bumps, high fives, and interactive tag-like games. This policy serves to protect our participants from injuries and to prevent accidents. While we cannot control all the behaviors and actions of our participants, we feel it imperative to reinforce these behavioral expectations and ask for your cooperation in reminding your child/children of them.

Below, you will find our response protocol:

1st offense: Child (*or children involved*) will sit out of play for 10 minutes, during that time staff will speak with child / children and a phone call is made to guardians.

This immediate communication allows our staff and families to prioritize and maintain open dialogue. Involved child(*ren's*) caregivers will also be communicated with at pick-up to provide any additional follow-up or answer any questions.

2nd offense: Child sits out of play for the remainder of the day and must be picked up by a guardian, as soon as possible.

3rd offense: Child is suspended from the program for an additional full day without refund. Caregiver will also be called for a meeting with staff to assess the child's ability to continue in the program.

Please Note: This meeting will be set up regardless of whether offenses are considered accidental or playful.

Participant behavior will be monitored on a seasonal basis: Fall: August-December, Winter: January-March , Spring: April-June, Summer: June-August.

Additionally:

- If a child is using threatening and / or harmful language towards any participants or staff, they must be picked up by a guardian immediately.
- If a child purposely inflicts physical harm upon any participants or staff, they must be picked up by a guardian immediately.



When concerns around unsafe physical contact or behavior are severe or pervasive, program supervisors reserve the right to assess whether continuation in the program is appropriate for any given child.

Questions, Comments, and Ideas:

We welcome your input and encourage communication between parents and staff. Please feel free to call us at (415) 467-6393 anytime during business hours.

Thank you for your cooperation & we look forward to sharing this school year with you and your child!



PARENT/GUARDIAN ACKNOWLEDGEMENT

This form must be signed by a parent/guardian and returned to Parks & Recreation Department staff by September 1st, 2023.

I hereby acknowledge that I have read and understand the information outlined within the Club Rec Parent Handbook and agree to abide by the policies and procedures set forth.

I fully understand the nature of this City or City-sponsored program or activity in which I/my child will participate and understand that participation in such program or activity has risks that may lead to or cause personal injuries to myself/my child or damage to or loss of personal property. In addition, I understand that participation in in such programs or activity has risks to exposure to diseases, including viruses, that are contagious and communicable to me/my child and members of my/my child's family and others with whom I/my child may come into contact and that such diseases may cause illness and, in some cases, death, and may result in serious financial impacts. Notwithstanding these risks, on behalf of myself/my child, I assume all risks, including risks to contagious and communicable diseases, and waive, indemnify, hold harmless and release the City of Brisbane, its officers, employees, agents and volunteers from all claims for illness, personal injury, death, loss of income or loss of or damage to personal property.

Participant's Name _____

Parent/Guardian's Printed Name _____

Signature _____

Date _____