



CITY OF CORONA  
**LIBRARY AND  
RECREATION  
SERVICES**

# **Kids Club Afterschool Program Handbook**

**2018-2019**



Dear Kids Club Parent/Guardian,

Welcome to Kids Club! This Handbook was created to better acquaint you with the Kids Club Afterschool Recreation Program.

Please read this handbook carefully. It is full of helpful tips and important details on what you can expect from us and what we expect of participants and parents. It will also address many of your questions and should help you prepare your child for participation in the program.

We ask that you sign and return the back cover of this handbook. By signing, you acknowledge that you have received the handbook, read it, and understand program policies. Please discuss program rules and policies with your child as it is your responsibility to ensure that the information is relayed and understood.

On behalf of the City of Corona Library and Recreation Services Department, we would like to thank you for selecting our Kids Club program for school year 2018-2019.

Please feel free to contact us if you have any questions or concerns.

**Kids Club Office:** (951) 739-4939

**Kids Club Email:** Kids.Club@CoronaCA.gov

**City Hall Recreation Services Office:** (951) 736-2241

**Recreation Services Office Email:** Rec.Svcs@CoronaCA.gov

Follow us on: [Facebook.com/CoronaRecreation](https://www.facebook.com/CoronaRecreation)

Instagram: @Corona\_Recreation



The Kids Club program is for students currently enrolled in kindergarten through sixth grade at one of the nine CNUSD school sites we serve. Students should arrive each day immediately following end-of-day dismissal. Morning kindergartners enrolled in our program may return to campus at the scheduled Kids Club start time. Students must sign-in with staff each day at the designated location. They must be signed out by an authorized adult and leave the area by the time the program ends, no later than 6:00 pm.

All program participants must have a completed emergency card, signed consent form, and handbook acknowledgment on file prior to attendance in our program. This information must be returned in person to the Recreation Services Office at City Hall, 400 S. Vicentia Avenue, Ste. 225, or the Circle City Center, 365 N, Main Street. The Recreation Office is open Monday-Friday, 8 am - 5 pm Circle City Center hours are Monday - Friday, 9 am - 8 pm and Saturday, 9 am - 5 pm.

**\*Please note that Kids Club does NOT operate on school closure dates including holidays, breaks, or minimum days. Program costs are prorated only for school holidays. The City of Corona will offer camps during Thanksgiving, winter, and spring breaks. Minimum participation of 40 participants per week is required. There is always a maximum capacity for Kids Club and camps.**

Kids Club aims to provide a safe, healthy, and comfortable environment for your child. Our staff continuously work on encouraging positive interaction between participants. We stress the importance of respect for oneself, peers, and program staff. Our program promotes fun physical activity. Weekly activities are planned around a theme and include games, crafts, and special outdoor activities.

Our daily routine includes the following activities: homework time, an organized group game, group craft, and special activity. If time allows, supervised free play may be allowed in designated areas. Participants who wish to complete their homework may do so as time permits. We ask that you encourage your child's participation in all Kids Club activities. Once she/he discovers how much fun the program is, they are more likely to stay involved and be excited about attending.

## Helpful Suggestions for Kids Club Participants

We work hard at making all participants feel safe and welcome while at Kids Club. Remember that we are primarily an outdoor program. We only go inside during inclement weather. We have listed a few suggestions to help you and your child enjoy Kids Club.

All Kids Club participants are encouraged to bring:

- ◆ Water bottle
- ◆ Homework and notebook for writing
- ◆ Pencil and/or pen
- ◆ Book or age-appropriate magazine
- ◆ Close-toed shoes
- ◆ Lightweight jacket for cool weather
- ◆ Positive attitude
- ◆ Additional snacks



During the winter months, we suggest that you send the following items with your child:

- ◆ Heavy jacket or thick sweater
- ◆ Gloves and/or scarf
- ◆ Beanie
- ◆ Water bottle



During the warmer months, we suggest that you send the following items with your child:

- ◆ Sunscreen (to be applied as needed)
- ◆ Water bottle
- ◆ Hat/visor
- ◆ Sunglasses



## Sign-In & Sign-Out Procedures

- Participants must sign in with staff at the Kids Club location at their school site **immediately** following end-of-day dismissal from class.
- It is the responsibility of a parent/guardian to ensure that participants know where the program meets and understand the sign-in procedures. School site information is on page 14.
- A parent/guardian or other authorized adult must sign participants out before leaving Kids Club each day. For the safety of participants, all adults must be prepared to show a photo ID anytime they pick up a participant. Refusal to sign a participant out of the program or to show ID may result in the participant's dismissal from Kids Club.
- Kids Club staff are not permitted to drop off or pick up participants on behalf of a parent/guardian.
- It is the responsibility of the authorized adult picking up a participant to **check daily for program notices and reminders**.

*Once registered, we suggest that you and your child visit the site a day or two BEFORE attending. Our friendly staff will answer any questions.*

## Basic Kids Club Rules

Participants must sign a "Daily Attendance" sheet. This is their daily commitment to adhere to all *Basic Kids Club Rules* and disciplinary procedures. These are designed to ensure a safe and healthy Kids Club environment. All participants must:

- **"BE SAFE, BE KIND, AND BE POSITIVELY INVOLVED!!"**
- Sign in with program staff. Refusal to sign-in will result in the participant being taken to the school office and left in the care of school staff and parent/guardian or other authorized adult notified.
- Be signed out by a parent/guardian or other authorized adult.
- Be polite and courteous to others.
- Remain with group at all times and follow staff directions.
- Adhere to ALL school rules and policies.
- Never leave the premises without authorization or staff knowledge.
- Never engage in physical violence or inappropriate language.
- Never use alcohol, tobacco, drugs, weapons, etc.

## Emergency Cards

Emergency cards for all participants are kept on file at each Kids Club site. A new emergency card must be completed each year that your child attends our program! Remember to update your emergency cards when information changes including changes in your address, home, work, or cell phone numbers, or with adults that you authorize to pick up your child(ren). Please remember only the primary parent/guardian can make changes to his/her child's emergency card. **BE SURE TO LIST LOCAL CONTACTS WHO ARE WILLING TO ASSUME RESPONSIBILITY FOR YOUR CHILD!** We cannot release your child to **ANYONE** other than those listed on your emergency card.



## Payments & Fees

For 2018-19, the cost for Kids Club is \$50 per child per week at school sites within Corona City limits and \$60 for those outside of City limits, but serving residents. This cost includes a daily snack. Days in which your child(ren) does not attend are **not rolled over**, transferred to future weeks, or refunded. However, if you pay for a week and your child cannot attend any day that week, the funds can be transferred to a future week **if you notify the Kids Club or Recreation office by noon on Monday of the week your child was registered to attend.** You must register for each week no later than **11:59 pm on the Thursday prior to the week of participation.** Any registration occurring after Friday (if space permits) will be assessed a late registration fee of \$5.

Once your child(ren) is registered, payment can be made online, in person, via a check mailed to the office, or by credit card over the telephone. Payments can also be made by credit card at all Kids Club sites. We accept Visa, MasterCard and Discover.

### Payments are accepted at the following locations:

- Kids Club School Sites during normal operational hours
- Recreation Services Office (City Hall), 400 S. Vicentia Ave., Ste 225  
Monday—Friday 8am-5pm
  - Circle City Community Center, 365 N. Main St.  
Monday—Friday, 9am - 8pm; Saturday, 9am - 5pm

## Personal Property

City of Corona staff are not responsible for personal items. Kids Club participants must adhere to all school rules and policies. Anything not permitted at school should not be brought to Kids Club. Inappropriate items and toys will be confiscated if they are not put away when asked.

The following are examples of items not allowed at school or Kids Club:

- Toys of any kind (including but not limited to Hot Wheels cars, action figures, dolls, spinners, etc.)
- Electronic devices of any kind
- Collector cards and items (i.e.- Pokemon, Yu-gi-oh, etc.)
- Inappropriate magazines, books, or pictures
- Gum
- Sports equipment of any kind

## Cell Phones

Kids Club adheres to the Corona-Norco Unified School District policy regarding cell phones. Any child having a cell phone in their possession will be asked to keep it in their backpack. They will only be allowed to check their phone under the direct supervision of staff member. They will also be allowed to do so if it is not disruptive to the program.

Only the owner of the cell phone will be allowed to handle it. Any inappropriate behavior or mishandling of a cell phone will be grounds for confiscation by a staff member until parent arrival.



## Snack

A daily snack or food craft will be provided for your child. Feel free to pack additional snacks and always send a water bottle with your child.

## Walkers & Bike Riders

Our policy for children who walk or ride their bike home is as follows:

- Parent/guardian permission must be indicated on the emergency card.
- Participant will be required to sign themselves out before leaving.
- Participant will be released at the time indicated on the emergency card. **If a time is not noted, participants will be released when our program ends at 6:00 pm or 4:30 pm in the winter.**
- No participant will be allowed to walk or ride a bike home in the dark. Thus, no child will be released after 4:30 pm during the winter months (mid-October through March). Please email [Kids.Club@CoronaCA.gov](mailto:Kids.Club@CoronaCA.gov) and let us know what time your child is authorized to walk or bike home. **Email authorization is only valid for one (1) day and must include:**
  - Parent/guardian name.
  - Name(s) of the child(ren) permitted to walk/bike home.
  - The Kids Club site child(ren) attend/s.



## Medication

Kids Club staff are not authorized to store, hand out, and/or assist any child in taking any medication including cough drops and aspirin. It is important to note any health issues or conditions on your child's emergency card to inform staff of potential issues. It is also helpful to discuss these issues directly with on-site staff.



## **Kid's Club Pick-up Policy**

If you are going to be late picking up your child, please contact the Kids Club office at (951) 739-4939, so we can adequately prepare for staffing. Late fees will still apply as indicated below.

If your child is not picked-up by 6:00 pm, she/he will be considered a "late pick-up." Beginning at 6:05 pm, an additional \$8 fee will be charged to your Kids Club account for every 15 minutes, or portion thereof, until your child is picked up from the program. The late fee must be paid before the week is concluded.

If your child has not been picked up by 6:15 pm, staff will begin calling authorized emergency contacts to pick up your child. If no one is available or willing to pick-up your child, staff will request access to school emergency cards to check for additional emergency contacts. If a child has not been picked-up by 7:00 pm and we have not heard from parents or emergency contacts, the **Corona Police Department and/or Riverside County Child Protective Services will be called.**

If a participant is picked up late three times within a thirty day period, the child will be suspended from the program for one day (usually the next day of attendance). Five late pick-ups within a thirty day period will result in further suspension and/or possible expulsion from the program. All late pick-ups will be evaluated on an individual basis. There are no fee reimbursements for a suspension.

Please update your emergency contacts as necessary. **WE SUGGEST YOU INCLUDE ONLY LOCAL CONTACTS WILLING TO ASSUME RESPONSIBILITY FOR YOUR CHILD!** We will not release your child to **ANYONE** not listed on your emergency card. Should circumstances require someone not listed on your emergency card pick up your child, you must submit an EMAIL request to [Kids.Club@CoronaCA.gov](mailto:Kids.Club@CoronaCA.gov). **Email authorization is only valid for one (1) day and must include:**

- Parent/guardian name.
- Name(s) of child(ren) being picked up.
- The Kids Club site child(ren) attend/s.
- The name of the adult being given one day authorization.

## Disciplinary Procedures

In order to maintain a safe environment, all Kids Club participants are expected to follow the Basic Kids Club Rules (including all school site rules and policies) as indicated on page 5. The following is a list of disciplinary procedures for those students who do not follow program rules. All serious offenses will be dealt with immediately.

**Minor Infractions:** These include pushing, grabbing, or taunting another child, arguments, disobeying a leader's direction, or going "out of bounds." GUIDANCE STEPS: (1) Discussion and warning (2) Reduction of free time; (3) Immediate time out; (4) Writing or memorizing part of or all Basic Rules.

**Major Infractions:** These include fighting or aggressive behavior towards other children and/or staff, blatant disobedience, foul language or inappropriate gestures, racial slurs, bullying, leaving the premises without permission, use or possession of drugs or alcohol, or wielding any object as a weapon. Consequences can include program suspension for one or more days or expulsion.

Parent/guardian will be notified by site staff when an infraction occurs. Major infractions may require a conference with the Assistant Recreation Coordinator. A conference for repeated infractions will be arranged with the parent, Assistant Recreation Coordinator, and Recreation Supervisor before the child is removed from the program. Please be aware **NO CHILD**, regardless of age, may strike staff for any reason. Continual disregard for program policies will result in suspension or expulsion.

**Serious Infractions:** Possession of any firearm, knife, explosive or other dangerous object considered to be a weapon, and/or stating or implying possession of a weapon is grounds for immediate program expulsion. Intentionally engaging in harassment, threats, or intimidation directed against another child or staff member (i.e.; "I am going to kill you"). Even if, upon review, it is determined that the child would not act on such threats, the action will still result in immediate suspension of **thirty days**. Subsequent violations may result in removal from the program.

## **Suspension and Expulsion Procedures**

If a child is suspended twice, the Assistant Recreation Coordinator will request a parent/guardian meeting to create a behavioral improvement plan.

If a child receives multiple suspensions and/or the behavior is not corrected, the child's file will be sent for review by the Recreation Supervisor and Recreation Manager. The parent will be provided an opportunity to meet with administrative staff following the review. This review may result in a long-term suspension or expulsion. These decisions are at the discretion of department staff and are final.



### **Parent Visitation Policy**

Parents/guardians are welcome to visit Kids Club sites during program hours. Kids Club Staff will attempt to make themselves available to answer all questions, but please remember that our first priority is to supervise participants to ensure their safety.

If you do visit, please inform the Kids Club staff upon your arrival at the site as staff must confirm that visitors are on the authorized pick-up list. Staff will locate your child and provide an area for you to meet. We request meetings be kept brief to avoid program interruption and limit impacts. If a longer meeting is necessary, we recommend it be conducted offsite. The children can be signed back in upon return.

Parents/guardians are also welcome to observe the program, but are asked not to interfere with operations. Observations should also be kept to a minimum to avoid impacts to the program or participant supervision.

All program questions should be directed to the site supervisor or parents/guardians can contact the Kids Club Office at (951) 739-4939.



### **Cancellation of a Kids Club Site**

Our afterschool programs are based on availability. Some sites may be full or others cancelled due to low enrollment. If this situation arises, every effort will be made to notify participants in a timely manner. In the event a site is cancelled, participants will be issued a full refund.

### **Policies & Procedures for Natural Disasters**

In the event of a natural disaster, the City will enact its Emergency Disaster Plan.

If necessary, Kids Club children may be transported by City vehicle to an emergency shelter. Staff at Kids Club sites will make every effort to inform parent/guardian through signs, posters, flyers, etc. as to the whereabouts of their children. All children will be supervised until they are picked-up by a parent/guardian. As in our normal procedure, we will only allow children to be released to the authorized emergency contacts.



City of Corona  
Library & Recreation Services Department  
400 S. Vicentia Avenue, Suite #225 (2nd Floor)  
Corona, CA 92882-3238

Circle City Community Center 365 N. Main Street

Main Office

(951) 736-2241

Main Office fax

(951) 279-3683

Kids Club Office

(951) 739-4939

Circle City Center

(951) 817-5755

**Kids Club E-mail:** [Kids.Club@CoronaCA.gov](mailto:Kids.Club@CoronaCA.gov)

**Website:** [www.CoronaCA.gov](http://www.CoronaCA.gov)

Kids Club School Site Information & Meeting Locations

**Cesar Chavez** Elementary School - opens 2:11 pm / 1:11 pm on Wed.  
1150 Paseo Grande, Corona  
**951-403-0253**

Kids Club meets at the lunch benches under the covered patio.

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**Corona Ranch** Elementary School - opens 1:57 pm / 12:57 pm on Wed.  
785 Village Loop Dr, Corona  
**951-403-0289**

Kids Club meets at the lunch benches on the east side of campus  
near the Multipurpose Room.

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**Foothill** Elementary School - opens 1:57 pm / 12:57 pm on Wed.  
2675 Buena Vista St. Corona  
**951-415-8523**

Kids Club meets at the upper campus lunch benches.

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**McKinley** Elementary School - opens 2:57 pm / 1:57 pm on Wed.  
2050 Aztec Ave, Corona  
**951-403-1049**

Kids Club meets in Room 407

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**Orange** Elementary School - opens 1:57 pm / 12:57 pm on Wed.  
1350 Valencia Road, Corona  
**951-496-6318**

Kids Club meets in Room 501

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**Prado View** Elementary School - opens 1:57 pm / 12:57 pm on Wed.  
2800 Ridgeline, Corona  
**951-403-0518**

Kids Club meets on the playground.

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**Susan B. Anthony** Elementary School - opens 2:57 pm / 1:57 pm on Wed.  
2665 Gilbert St., Corona  
**951-403-0633**

Kids Club meets at the covered lunch benches in the center of campus.

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**Temescal Valley** Elementary School - opens 2:57 pm / 1:57 pm on Wed.  
22950 Claystone Ave, Temescal Valley  
**951-903-9460**

Kids Club will meet in Room E101

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**Wilson** Elementary School - opens 2:57 pm / 1:57 pm on Wed.  
1750 Spyglass Rd, Corona  
**951-403-0910**

Kids Club meets at the tables by the Kids Club shed  
at the center of the school campus.

**Acknowledgement of Handbook Receipt  
And Kids Club Parent/Guardian Agreement**

I have received a copy of the City of Corona Kids Club Parent Handbook. I have read and understand the policies and procedures along with other important information, and am responsible for adherence to them. I also understand it is my responsibility to read and explain them to my child(ren) enrolled in the Kids Club Program. *(Please initial by each item, provide the requested information, and sign below.)*

- By signing this agreement, I understand that I am the primary account holder and will be held fiscally responsible for all program, delinquent account, and late fees.
- I will review this handbook with my child(ren) before the first day they attend Kids Club.
- I have reviewed the Late Fee policy on page 9 of this handbook and understand as the primary account holder, I will be responsible for all late fees.
- I have reviewed the emergency card procedures and payment & fee's on page 6 of this handbook.
- I understand the weekly payment deadline is Thursday, by 11:59 pm of the week preceding my child(ren)'s participation.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Kids Club Location

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name *(please print)*

\_\_\_\_\_  
Parent/Guardian Signature

Cut here