

**SUMMERTIME FUN CLUB**  
**Parent Handbook**  
**June 16 – August 15, 2014**

**INTRODUCTION**

Welcome to the City of Woodland Community Services Department's Summertime Fun Club! The purpose of this handbook is to give you information on the program and its policies. Our goal is to provide a safe and fun place for your kids to play during their summer break. If you have any questions about any of the guidelines covered in this document, please contact the Community Services Department.

**PROGRAM DESCRIPTION & TIMELINE**

The Summertime Fun Club is a time-honored Woodland tradition spanning over 50 years of service to Woodland's youth. Program activities include active games, crafts, trips, playgrounds, sports, weekly swimming trips and other fun activities.

- Eligible grades:            entering 1<sup>st</sup> – 6<sup>th</sup> grades  
                                    Kinder students enrolled on trial basis (*see page 3*)
- Program sites:            **Ferns Park**, 750 W. Southwood Dr.  
                                    **Pioneer Park**, 1925 Branigan Ave.  
                                    **Woodside Park**, 1615 Cottonwood St.
- Dates:                        Monday – Friday  
                                    Session 1: June 16 – July 18, 2014 (*no program on July 3-4*)  
                                    Session 2: July 21 – August 15, 2014
- Program hours:            9:30 a.m. – 2:30 p.m. daily  
                                    *Drop-off at 9:15 a.m., pick up by 2:45 p.m.*
- All-Park days:            Tuesdays: June 24, July 8, July 28, August 12  
                                    @ Woodland Community & Senior Center, 2001 East St.  
                                    (*see page 2*)
- Super Mega Fun Days:    Wednesdays: July 16, August 13  
                                    Location TBA  
                                    (*see page 2*)
- Program fees:            (*see page 4*)

**DAILY CHECK-IN & CHECK-OUT**

Participants will be checked in and out every day by program staff. Please make sure your child is accounted for at the beginning and end of each day. If your child walks to and from the park, they should inform staff when they arrive and leave. Staff cannot assume responsibility for any participant before the program starts, so please drop off no sooner than 9:15 a.m.

**FREE LUNCH SCHEDULE**

The City of Woodland Community Services Department benefits from a Woodland Joint Unified School District summer grant to feed summer school students and other programs. Each year's free lunch schedule is TBA. Please read the weekly letter to see if you have to pack a lunch for your child.

## **SNACK & WATER**

All program participants are encouraged to bring a snack and a bottle of water every day, however it is not mandatory.

## **SWIMMING POOL DAYS**

Program participants take YoloBus to the Charles Brooks Swim Center at 155 N. West St. (right next to Woodland High School). Participants should be dropped off at their park site in the morning and picked up at the pool at the specified time. Each child is responsible for bringing the following items:

- 35¢ for bus fare (SILVER COINS ONLY!)
- Beach bag or backpack
- Swim suit
- Towel
- Sunscreen
- Bottled water

## **ALL PARKS DAYS**

There will be four Tuesdays where all park sites will get together at the Woodland Community & Senior Center at 2001 East St. (south of County Fair Mall). The day consists of games and a movie. Participants should be dropped off at 9:15 a.m. and picked up at 2:45 p.m. at the Community Center. The cost for attending the All Parks Days is \$1, due the Monday before each event day. A snack will be provided. Each child is responsible for bringing the following items:

- Swim suit (or clothes that can get wet)
- Towel

## **SUPER MEGA FUN DAYS**

The day consists of contests, bounce houses, lunch and play time in the water feature. Participants should be dropped off at 9:15 a.m. and picked up at 2:45 p.m. at one of the park sites. The cost for attending the Super Mega Fun Days is \$3, due the Monday before each event day. A snack and lunch will be provided. Each child is responsible for bringing the following items:

- Swim suit (or clothes that can get wet)
- Towel

## **SPECIAL PROJECTS AND OTHER FIELDTRIPS**

Each individual park site may also plan additional activities not included in this handbook. Some activities have an additional cost and could take the participants off-site. Any plans that require a fee or fieldtrip will be listed in the weekly letter.

## **RULES**

Program staff will post and review the rules of the Summertime Fun Club with the children on their first day of attendance. Children are expected to make good choices in every situation. Rules include but are not limited to:

- No gum or sunflower seeds.
- No glass containers.
- Eat and drink in designated areas only.
- Inappropriate language is not tolerated.
- Pushing, fighting, arguing and yelling are not permitted.
- Bikes and skateboards need to stay in designated areas.
- Absolutely no alcohol or drugs.
- Defacing any property is not tolerated.
- Climbing on buildings, fences, backstops or trees is not allowed.
- Any action or activity that staff deems hazardous to the safety of other people will be corrected.

## **PARENTS' RESPONSIBILITY**

Parents and guardians are obligated to follow these guidelines in order to ensure safety of all children:

- Notify program staff or Recreation Supervisor if your child will be absent.
- Notify program staff or Recreation Supervisor if your child will be picked up by anybody not listed on the registration form.
- Review and explain all program rules to your child.
- Make sure your child is checked out every time you pick them up.
- If your child needs to be given medicine during program hours, please notify the Recreation Supervisor to obtain the proper forms.

## **DISCIPLINE**

The Summertime Fun Club is intended to be a fun place for kids. However, program staff strives to maintain order to create the safest environment possible. Discipline is applied by program staff at their discretion, meaning they are ultimately responsible for tailoring discipline methods to individual children in the program. Program staff will uphold discipline carried over from home as instructed by a parent. Our hope is that parents will help uphold discipline applied at the Summertime Fun Club to further curb any poor behavior displayed by children.

Our philosophy is that children must learn to cope with reality and accept the consequences of their own choices. Children are praised for good behavior and corrected for bad behavior. Program staff aims to help children learn appropriate behavior through this method. Since different children respond to praise and correction differently, staff will try applying a unique method that works for each individual child. Correction will manifest in different ways, including but not limited to:

- A stern warning
- A timeout
- Revoked privileges
- Exclusion from activities
- Suspension
- Expulsion

## **CHILD ABUSE REPORTING POLICY**

As professionals who work with children, all Community Services staff members and volunteers are mandated by law to report any suspected child abuse to Child Protective Services. As mandated reporters, we take every measure to ensure the safety of our participants both in the program and out. Child abuse includes: physical abuse, sexual abuse, emotional abuse and child neglect.

## **CHILDREN WITH SPECIAL NEEDS**

Unfortunately, program staff is not credentialed with the California Therapeutic Recreation Society (CTRS) or any other certifying bodies that would qualify them to care for children with meticulous needs. We are unable to provide one-on-one attention for children. If you are unsure whether or not the Summertime Fun Club is appropriate for your child, please contact the Recreation Supervisor to discuss.

## **ENTERING KINDERGARTENERS**

All entering Kindergarteners may enroll for the program on a "trial basis". This means that if a Kindergartener is unable to demonstrate school-age behavior (standing in line, using restroom independently, etc.), program staff reserves the right to dismiss that participant from the program. In this case, a full refund will be given.

## **REGISTRATION FEES & PROCEDURES**

	<u>Program Dates</u>	<u>Woodland Residents</u>	<u>Non-Residents</u>
STFC Session 1:	<b>6/16-7/18</b>	<b>\$200</b>	<b>\$240</b>
STFC Session 2:	<b>7/21-8/15</b>	<b>\$160</b>	<b>\$192</b>
Daily*:		<b>\$20/day</b>	<b>\$24/day</b>

\*Daily rates are due at least 24 hours prior to attending the program. Space is not guaranteed for daily participants unless paid for in advance.

“Woodland Residents” are defined as those who live within the Woodland city limits and who pay their property taxes to the City of Woodland. “Non-Residents” are defined as those who use a PO box, live on a county road, or in any municipality other than Woodland.

Everyone must read and sign the Summertime Fun Club information packet and complete a registration form. Be prepared to disclose medical insurance information and any special conditions to consider. You can register in person at the Woodland Community & Senior Center, 2001 East St.

### **LATE PAYMENT FEE**

All payments are due at least 24 hours before the participant attends the program. Payment is not allowed at the program site. Any payment made later than this will result in a late payment fee of \$10 for Woodland Residents and \$12 for Non-Residents. Any debts that go unpaid for longer than a month will be considered delinquent and may be forwarded to a collections agency.

### **REFUND POLICY**

All refunds are subject to an administrative fee of \$10 to process. This fee is waived in case of serious illness or injury (may require a doctor’s note as proof), family emergency or if you elect to keep the money on account with Community Services to be used for another class. No refunds will be given after 5 days of participation in a session. Refunds cannot be requested beyond 30 days of last attendance.

### **LATE PICKUP POLICY**

Parents are responsible for being prompt in picking up their child. If you are late picking up your child, then you will be held financially accountable for the extra time staff has to stay with your child. As a general rule, everybody gets only one warning before they will be charged a late pickup fee. All participants are subject to the following fees:

1-5 minutes late:	no charge
6-15 minutes late:	\$15
16-30 minutes late:	\$30
31-60 minutes late:	\$45
61+ minutes late:	\$60

The charges will be applied to your account automatically. Times are recorded starting at the end of the program day. If you are late 3 times, your child may be dropped from the program without a refund. If you are over an hour late, program staff is instructed to contact Woodland Police Department to report the incident. In addition, your child may be dropped from the program without a refund if there is no phone call to Community Services.

### **SEPARATED HOUSEHOLDS**

In order to avoid any confusion, all fees must be paid by one household only. In the case of a child whose parents have shared custody, the parents must work out a payment agreement amongst themselves. Community Services cannot be responsible for tracking down payment from several parties, so this must be figured out in advance.

## **SPOT SUBSTITUTIONS**

“Spot Substitutions” are defined as allowing another child to use an absent child’s spot in the program. This is absolutely not allowed under any circumstance. Each child must register and pay for the program separately.

## **WEEKLY CALENDARS**

There will be scheduled activities planned weekly. Please review the calendar given by the site leaders to know where we’re going and what we’re doing. Each site has different activities planned daily, and all activities are subject to change.

## **FUN CLUB CAMPERSHIPS (FINANCIAL ASSISTANCE)**

This year, Community Services is awarding forty nine (49) \$150 vouchers to be used toward Summertime Fun Club registration fees. Please see the form labeled “Fun Club Campership Instructions” for more details.

Awards are first-come, first-serve.

## **VOLUNTEER PROGRAM**

The Summertime Fun Club offers volunteer opportunities for high school students. All volunteers must be fingerprinted and cleared before they start, so please sign up early. 8<sup>th</sup> graders may sign up ONLY if they participated in Teens Helping Seniors last year. You are required to fill out the standard Summertime Fun Club registration form, attached. Volunteers must be able to commit to training dates: May 31, June 1, June 7, and June 8. Cost is \$25 for residents and \$30 for non-residents.

## **AGREEMENT**

By signing the registration form, I acknowledge that I have read, understand, agree to and will adhere to the guidelines outlined in this information packet. I understand that I will be held responsible for all policies, deadlines and rules and that failure to do so could result in financial penalties or removal from the program. Furthermore, I agree to waive, release, and discharge any and all claims for damages for death, personal injury, or property damage which I may have as a result of my participation. This release is intended to discharge the City of Woodland and its agents and employees from and against any and all liability arising out of or connected in any way with my participation in the Summertime Fun Club, even though liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above.



# SUMMERTIME FUN CLUB REGISTRATION

Participant Name ↑	Age	Birthdate	<b>M</b>	<b>F</b>
Home Address ↑	Apt. #	PO Box	City	Zip
Home Phone ↑	Work/Cell Phone	Grade Level (entering 2014)	School	

## EMERGENCY/MEDICAL INFORMATION

Emergency Contact Name	Home Phone	Work/Cell Phone	Relationship
Physician	Medical Group	Phone #	
Insurance Carrier	Coverage Number		
	<b>YS YM YL AS AM AL</b>		
List Allergies & Special Medical Conditions	Tee shirt size (circle one)		

## AGREEMENT, WAIVER, AND RELEASE FOR MINOR

In consideration for being permitted by the City of Woodland Parks and Recreation Department to participate in the above activity, I the UNDERSIGNED, certify that I have custody or am the legal guardian of said minor by court order, and I agree to be bound by the following:

**1. Participation in Program:** The Summertime Fun Club provides a variety of Activities for Children including, but not limited to, contact sports, playing on playground equipment, walking to other parks and swimming pools, arts and crafts, social activities, active games and quiet games. Some hazards associated with these activities include but not limited to, injuries associated with contact sports and swimming, injuries associated with playing on playground equipment, sun burn, heat exhaustion, insect bites, bee stings, and minor injuries associated to using scissors, game equipment and various other supplies and materials.

**2. Condition of Program:** I understand that the above mentioned programs are not child care, but are considered by the State of California to be drop-in recreational programming whereby parents must be clearly informed that children are not there to receive structured care and supervision. Children have the right to come and go from facility and staff will not supervise them to prevent them from leaving.

**3. Medical Attention:** I hereby give my consent that in the event said minor requires medical treatment while under the supervision of said department's personnel in connection with the described activity, such supervisor may authorize treatment. I also agree to pay all medical, hospital, or other expenses which said minor may incur as a result of such treatment.

**4. Waiver, Release, and Indemnification:** I hereby waive, release, and discharge any and all claims in advance against the above department (its officers, employees, and agents) from and against any and all liability arising out of or connected in any way with said minor's participation in said activity, even though that liability may arise out of negligence or carelessness on the part of said department (its officers, employees, or agents) for damages for personal injury, death or property damage which I or said minor may have or which may hereafter accrue as a result of participation in said activity. It is understood and agreed that this waiver, release, and assumption of risks is to be binding on the heirs and assigns of said minor and the undersigned. I further agree to reimburse or make good any loss or damage or cost that the above department (its officers, employees, or agents) may have to pay if any litigation arises on account of any claim made by said minor or by anyone on behalf of said minor..

**5. Transportation:** I hereby expressly permit said minor child to travel by public transportation, city vehicle, or private automobile to activities and events related to the above described activity.

**6. Promotion:** I hereby give consent to the said department to photograph said minor. I understand the pictures may be included in program scrapbooks, and/or in the promotion of City recreation programs in the newspaper, slide shows, or other media. \_\_\_\_\_ Initial to opt out

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_ Best Phone # \_\_\_\_\_

Name of second Parent/Guardian (Print) \_\_\_\_\_ Best Phone # \_\_\_\_\_

**I have carefully read this Waiver or Liability, Medical Release, and Indemnification Agreement and fully understand its contents. I am aware that this is a release of Liability and a contract between myself and the above department and I sign it of my Free Will.**

**\*\*NO REFUNDS PROCESSED AFTER THE END OF PROGRAM\*\***