



# AFTER SCHOOL PROGRAM HANDBOOK

## TOWN OF COLMA KID'S CLUB AFTER SCHOOL PROGRAM

2018-2019



**Parks  
Make  
Life  
Better!**<sup>SM</sup>



Town of Colma  
Recreation Services Department

**KID'S CLUB**  
**After School Program Handbook**

August 28, 2018—June 13, 2019

Sterling Park Recreation Center  
427 F Street, Colma, CA 94014

650-991-3213 or [recreation@colma.ca.gov](mailto:recreation@colma.ca.gov)

[www.colma.ca.gov](http://www.colma.ca.gov)

**Cynthia Morquecho, Recreation Manager**

650-985-5681

[Cynthia.Morquecho@colma.ca.gov](mailto:Cynthia.Morquecho@colma.ca.gov)

**Liz Tapia, Recreation Coordinator**

650-985-5691

[Liz.Tapia@colma.ca.gov](mailto:Liz.Tapia@colma.ca.gov)

For online registration go to [apm.activecommunities.com/colmarecreation](http://apm.activecommunities.com/colmarecreation)

For Kid's Club updates don't forget to like and follow us at:



# PROGRAM STAFF

## Senior Recreation Leaders

Daisy Esquivias

Dinora Navarro

Jovana Toscano

## Recreation Leaders

Gabriel Gonzalez

Christian Huertas

Yvette Gomez

Brianna Romero

Elaina Gonzalez



# GENERAL INFORMATION





# GENERAL INFORMATION

## HOURS OF OPERATION

General Program: 3:00pm to 6:00pm, Monday through Friday

Minimum Days: 1:00pm to 6:00pm, All Wednesdays, 9/6, 9/21  
10/31, 11/13-15, 12/20, 3/5, 4/5, 5/17, 5/23, 5/24, 6/13

No School Days: 8:00am—6:00pm, 11/1 & 1/28

## AGE REQUIREMENTS

Children must be between the ages of 5 & 14 in order to participate in the program. Exceptions will be made on a case by case basis to be determined by the Recreation Coordinator. Please contact Liz Tapia at 650-985-5691 for questions.

## STUDENT/LEADER RATIO

Ages 5 - 7 6 Students to 1 Leader

Ages 8 - 14 8 Students to 1 Leader

## PICK-UP AND DROP-OFF PROCEDURES

- Parent/Guardian or designee must enter the facility to sign-in and sign-out their child.
- Children will not be allowed to leave the after school program unless signed out by a parent or staff has obtained verbal or written authorization by a parent/guardian to leave the program.
- Parent/Guardian or designee must be authorized to pick up student as designated on the health information form.
- Parent/Guardian or designee may be required to present picture identification (Driver's license, government issued ID or Colma ID) upon request.
- Please contact us as soon as possible if you may be late for pick up.

## LOCAL FIELD TRIPS

Once a month, recreation leaders will take participants on a local field trip. Entrance fees are included in the after school program payment. For more details please see the Afterschool Program Calendar, distributed monthly.



# GENERAL INFORMATION (cont'd)

## LATE PICK-UP POLICY

Parents/Guardians are asked to pick-up students on time. The following policy will be followed for Parents/Guardians who show a pattern of arriving after our 6:00pm closing time.

- ⇒ **1<sup>st</sup> WARNING:** If arrival after 6:00pm
- ⇒ **2<sup>nd</sup> WARNING:** If arrival after 6:00pm
- ⇒ **SESSION SUSPENSION:** If consistently late **after 2 warnings** or late **15 MINUTES OR MORE** your Child(ren) will be suspended for one session without refund.

## LOST & FOUND

Please make sure that your child's name is on their lunchbox, backpack, sweaters, jackets, and all other personal belongings. We maintain a 'Lost and Found' where any left items from the program are held. Please check regularly for missing items. Items not claimed within 30 days will be donated.

## COMMUNICATION

Please be sure to check the sign-in table for pertinent information and updates to the program. This information will be prominently displayed. We also send emails with our monthly calendar for those who register early. We ask that you please look for and read this important information. Our staff will be available to help answer any questions you may have.

*We appreciate the opportunity to provide quality recreation programs for your family. If you have any questions or concerns, feel free to speak with the Recreation Coordinator at the Sterling Park Recreation Center or call (650)991-3213 or (650)985-5691.*





# HOMework POLICY



# HOMWORK POLICY

The Town of Colma afterschool program will be offering homework assistance between the set hours of 3:15pm-4:45pm. To allow for recreation staff to run a well-rounded program, a set homework time has been implemented.

Parents are encouraged to have their children arrive promptly by 3:15pm in order to have adequate time to complete homework. Although individual homework assistance is not provided, the After School Program does offer guidance and homework review.

After 4:45pm, children requiring additional time to complete homework will be allowed to work inside the recreation center under the supervision of the Recreation Coordinator or Senior Recreation Leader, but additional homework assistance will not be provided.



# ILLNESSES & MEDICATION



# ILLNESS & MEDICATION POLICY

While we encourage students to attend the Kid's Club Afterschool program, an ill child will not perform well and may expose other participants in the program. Please use the following guidelines and **keep your child at home** if any of these symptoms are present:

1. Fever of 100 degrees or greater (before medication)
2. An undiagnosed rash
3. An earache or draining ear
4. Diarrhea or vomiting
5. Severe sore throat
6. Persistent or severe cough
7. Persistent or severe headache
8. Any known communicable disease
9. Evidence of head lice

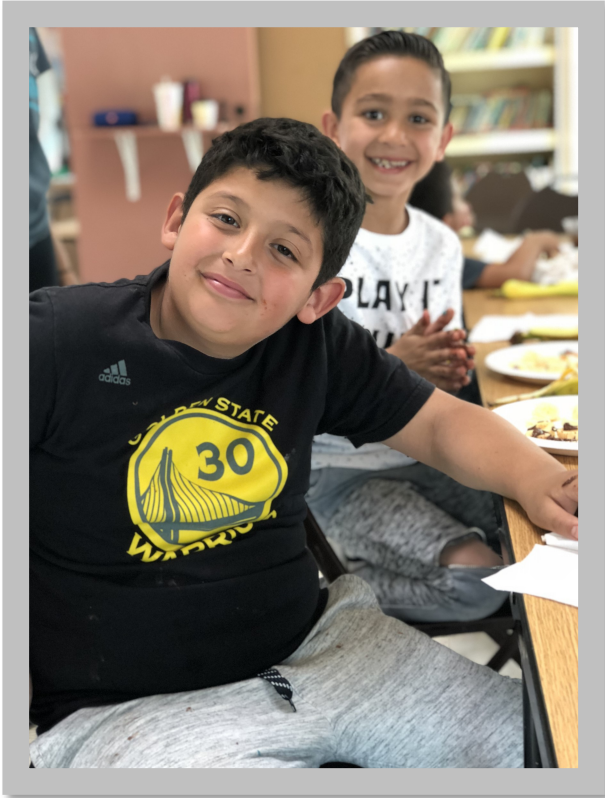
If your child has a fever of 100 degrees or greater, they must be fever free without medication for 24 hours before returning to the program. A child also needs to be free of diarrhea for 24 hours prior to returning to the program.

If your child is diagnosed with a ***communicable disease***, please notify staff immediately at 650-991-3213. Communicable diseases include chicken pox, Coxsackievirus (hand, foot, mouth disease), croup, Pertussis (whooping cough), pink eye, pinworms, impetigo, fifth disease, hepatitis, flu, measles, mumps, meningitis, strep throat, lice, ringworm, and scabies.

***MEDICATION*** If your child(ren) requires medication throughout the day, please inform the Recreation Coordinator. Parents must pick up and complete the medication form. This form will also need to be filled out by the child's health care provider/physician. Medication must be in the original bottle with **clear instructions**. Prescriptions must have labels that clearly state child's name and dosage instructions.

***Thank you for your cooperation in our efforts to keep our students safe and healthy.***

# BEHAVIOR POLICY



# BEHAVIOR POLICY

The Town of Colma Recreation Services Department Team strives to maintain a safe, fun and wholesome environment for all our program participants. To ensure this environment, we have outlined basic rules and guidelines each camper must follow. Please discuss these rules with your child(ren) prior to his/her attending our programs and return the signature portion along with the Health Form on their first day of attending. We encourage you to keep this handbook and review these rules throughout the school year .

1. Students must show respect for and abide by the instruction of staff and volunteers.
2. Fighting, pushing or shoving is unacceptable behavior.
3. Students must be considerate of Town of Colma Recreation equipment and property of others.
4. Only appropriate language is acceptable. Foul language will not be tolerated.
5. Students must stay with their assigned groups at all times.
6. Stealing will not be tolerated. Students who are caught stealing will be suspended from the program.
7. All students will help during clean up time.
8. Possession of weapons, sharp objects and other hazardous contraband will result in your child's immediate dismissal and suspension.
9. Students must walk, not run, inside our facilities, and during outings.
10. Toys, Trading cards, of any type are to be left at home. Any toys that are brought to camp will be collected and returned to parents during pick up. The Town of Colma will not be responsible for the loss of, damage to, or theft of any of these items.
11. The use of personal electronic devices (to include, but not limited to, all cellular phones, portable video games, iPod, etc.) are not permitted in the program. The Town of Colma will not be responsible for the storage, loss of, damage to, or theft of any of these devices.
12. Most Importantly, **HAVE FUN!**



# DISCIPLINARY STEPS

**Failure to comply with the Behavior Policy will result in the following action:**

1. *First Offense* - The Recreation Leader will discuss the unwanted behavior with the child and explain why it is unacceptable. If necessary, the parents/guardians will be notified.
2. *Second Offense* - The Recreation Leader will discuss the unwanted behavior with the child and the Recreation Coordinator; they will discuss how the unwanted behavior can be changed. If necessary, the parents/guardians will be notified.
3. *Third Offense* - Should the child's unwanted behavior continue, the parents will be verbally notified and a disciplinary form given to the parent. The form will outline the behaviors and, if the unwanted behaviors persists, disciplinary steps will be taken. These steps will range from the child's suspension to dismissal from the program.
4. **If the unwanted behavior creates an unsafe environment for other children, Town of Colma Recreation Services Department reserves the right to dismiss the child from the program immediately.**

Every attempt will be made to work with your child to redirect unwanted behavior. **However, repeated misbehavior or physical violence towards self, other children or staff is not acceptable.** If the unwanted behavior does not show improvement, rules/policies are continually being abused, or parent/guardian is unwilling or uncooperative towards finding a reasonable solution, the child will be removed from the program permanently.

Your cooperation is greatly appreciated. If you have any questions or concerns please contact one of the program staff on site.



**My child and I have read and reviewed the Kid's Club Afterschool Program Behavior Policy, and we are aware of the camp rules and understand the consequences if those rules are not followed.**

\_\_\_\_\_ Participant Name

\_\_\_\_\_ Signature of Participant

\_\_\_\_\_ Date

\_\_\_\_\_ Parent/Guardian Name

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

\_\_\_\_\_ Date



---

STERLING PARK RECREATION CENTER  
427 F STREET  
COLMA CA 94014  
650.991.3213