

Truckee-Donner Recreation and Park District Glenshire Kids Korner

2022-23

Policies and Procedures



TRUCKEE-DONNER

Recreation & Park District

Program Coordinator:

Mason Moomey
mmoomey@TDRPD.org
(530) 448-9716

License #
293605858

PROGRAM OVERVIEW

Welcome to the Truckee-Donner Recreation and Park District's after school program known as "Kids Korner," located at Glenshire Elementary School, 10990 Dorchester Dr. Modular 31.

PROGRAM HOURS

Before School: 7:00am – 9:00am
After School Program: 1:30pm – 5:30pm
Minimum Days: 12:30 - 5:30pm

2022-2023 CALENDAR

Kids Korner will be closed on the following holidays. *Special holiday programs are offered during most of the school breaks. See the TDRPD brochure for more information.*

Labor Day	Monday, September 5, 2022
Veteran's Day	Friday, November 11, 2022
Thanksgiving	November 23-25, 2022
Winter Break	December 23-Jan 6, 2022
Martin Luther King	Monday, January 16, 2023
Ski Skate Week	February 20-24, 2023
Spring Break	April 3-7, 2023
Memorial Day	Monday, May 29, 2023

MINIMUM DAYS 2022-2023

Minimum Days are offered every TTUSD minimum school day through Kids Korner. The fee per day is \$27. Program hours are 12:45pm - 5:30pm.

Wednesday, September 14, 2022
October 24-28, 2022
Wednesday, December 7, 2022
Wednesday, February 1, 2023
Wednesday, March 1, 2023
Wednesday, May 3, 2023
Wednesday, June 21, 2023

PROGRAM ACTIVITIES & GOALS

The purpose of Kids Korner is to provide a safe, healthy environment for elementary age children to experience peer socialization and recreation after school hours. Children in Kids Korner will have the opportunity to participate in group games, art projects, homework, story, snack and free time. Weekly activity schedules are posted at the sites for your convenience.

To meet the physical, social, emotional, and recreational needs of children, the program will:

- ❑ Provide children a secure environment staffed by warm, friendly leaders.
- ❑ Offer activities that will promote self-esteem, confidence, and responsibility.
- ❑ Encourage children in creativity and develop decision-making skills by providing choices within set limits.
- ❑ Provide recreation, social, and academically-oriented activities.

GENERAL INFORMATION

All Kids Korner programs are state licensed and comply with all regulations that establish facility requirements, fire clearance, staffing ratios, criminal record clearances, fingerprint clearances, as well as staff education and experience requirements. In order to comply with state licensing, parents are required to fill out state forms. Please be sure to complete all the necessary forms and read all the information required for enrollment into "Kids Korner" programs. We look forward to providing a fun and entertaining program for your child. **Kids Korner is a licensed program; we are not allowed to exceed the maximum enrollment of 36 children set by the state.**

DAILY ACTIVITY SCHEDULE

1:30-1:45 pm	Glenshire TK/Kinders Arrive
1:45-3:00 pm	Classroom Activity/Craft Time
3:00-3:30 pm	Outside Time/Gym Time
3:30-3:45 pm	Glenshire 1 st -5 th Graders Arrive
3:45-4:15 pm	Homework/Gym/Outside Time
4:15-4:30 pm	Snack (provided)
4:30-5:30 pm	Group Game/Craft Time/Homework

LUNCH/SNACK

An afternoon snack is provided around 4:00 pm each day. Snack schedules are posted in advance for your viewing. Substitutions are only made due to allergies or special dietary needs. If a child does not like what is being served for snack no substitutions will be made. Children are always more than welcome to get their lunches out during snack times if they are hungry. Kindergarteners will be allowed to get out their lunches to have snack at 1:45 pm when they arrive at the program.

ADMISSION PROCEDURES & ENROLLMENT

Kids Korner is open to elementary school children in grades TK-5th and registration is taken on a monthly basis. **To register, each child must have a calendar completed by a parent/guardian and returned with payment, by the last day of the month prior to the month the child will be attending.** Staff cannot guarantee or reserve space in any program until payment has been received. Space is limited and registration is taken on a first come first serve basis each month. Calendars returned in on or after the first day of the month are subject to a \$10 late fee and must be initialed by Kids Korner staff. Drop-in registration is available, on a space available basis, for families with fluctuating schedules. Drop-ins and registrations will not be taken if there is an outstanding balance.

PROGRAM FEES

Registration is done on monthly calendars and fees are paid by "block" usage. Calendars will be distributed at the program sites by the 15th of each month. Parents are responsible for completing the calendars and returning them, with payment, before the first day of the following month. **Children will not be accepted into the program until payment is received.**

Online registration is available for your convenience. New parents enrolling a child for the first time are required to come in person to hand in paperwork before you can register online.

New Kids Korner fees and times are as follows:

		Fee Per Day
Before School Block	7:00 am – 9:00 am	\$12.00
Kinders/TK Block	1:30 pm - 3:30 pm	\$12.00
Kids Korner Block	3:30 pm - 5:30 pm	\$12.00

PAYMENTS

Payment is due at the time of calendar submission or online enrollment. Calendars are due the last working/business day (Monday through Friday) of the month prior to the month of anticipated attendance, **not the first day of attendance**. Calendars submitted after the last working/business day are considered late and a one-time \$10 late fee will be charged, or will be attached once child has attended 5 or more days of drop-ins. If you have an outstanding balance for any reason, your child will not be allowed to attend until a payment is received. Once your calendar has been submitted and your child has been enrolled, a \$5 transfer fee per change will occur if there are any scheduling changes.

CANCELATION POLICY

Once a calendar is submitted, no refunds will be issued. Credits will be reviewed on a case by case basis. Programs are staffed according to enrollment, which makes crediting for non-attendance very difficult. A \$5 transfer fee per change is added to any transfers or schedule changes. 50% credits to TDRPD accounts for cancelled dates will only be given **before** the start of the month attending. Again, **once a calendar is submitted, no refunds will be issued.**

DROP-IN ENROLLMENT

Drop-in arrangements must be made directly with program staff and are accommodated on a space available basis only. We recommend calling at least the day before because program staff may not be immediately available to verify or deny your request. Please note the drop-in rates.

SNOW DAY POLICY

Kids Korner is closed on snow days. A snow day program is offered, when possible, at the Community Recreation Center from 9:00 am – 5:00 pm on cancelled school days. Call the office at (530)582-7720 ext. 1, to confirm there will be a program offered. Enrollment is taken on a first-come, first-served basis only for snow days; space is limited. The snow day fee is \$55.00. If a child is enrolled in Kids Korner on a day that is called a snow day, parents will receive a credit on the child's account. **Being sign-up for Kids Korner does not reserve your child's spot for the Snow Day Program. You must call in the morning to sign-up with the office.**

ATTENDANCE POLICY

Parents must email Mason Moomey, Program Coordinator, at mmoomey@tdrpd.org if a child will be absent. When emailing to notify of absence, inform the staff of the child's name and the program to be missed. **On a regular school day, if a child does not attend school or is sent**

home from school, he or she is not eligible to attend Kids Korner on that day. Refunds are not given for cancellations or schedule changes. Absence due to long term illness or injury will be considered for refunding on a case-by-case basis and a doctor's note may be required.

SIGN-IN/SIGN-OUT

State licensing requires parents to sign children in and out of the program with a full signature (NO INITIALS) each day. No child may leave a program without being signed out by authorized persons listed on the TDRPD Emergency Form. A parent is always able to sign out his/her child unless legal documentation is on file with TDRPD staff that denies custody to that parent.

In the event someone not listed on the emergency form must pick up a child, staff must receive a written note from the parent/guardian specifying who will be picking up the child. Photo identification will be required of the person picking up the child.

LATE PICK UP POLICY

All Kids Korner programs end at 5:30 pm. A late charge of \$5 will be charged for pick up between 5:31 and 5:35 pm, and a charge of \$25 for pick up between 5:36 and 5:45. For pick up between 5:46 and 6:00 pm, the total fee charged is \$30.00. Staff does not have the ability to waive late fees and they will be strictly enforced. **Be sure to keep the emergency form up to date to prevent a large late fee.** Provide names and current phone numbers of local people who can help in an emergency. If a child is not picked up by 6:00 pm the child will be placed into protective custody.

BEHAVIOR POLICY

Discipline at Kids Korner is used as a "learning opportunity" rather than a "punitive experience." Leaders encourage children to respect themselves, each other, staff and property. Program leaders go over rules often. When children violate program rules, discussion with the child will occur to make sure he or she understands the undesired behavior. If continued violation occurs, a written report will be filed, and parents will be notified of behavior problems. Staff will not discuss disciplinary issues regarding other children in the program. In most situations the children work out disagreements quickly. Reoccurring behavior problems can lead to suspension or permanent expulsion from the program if determined to be necessary by program staff. In the event of a physical fight, parents of the children involved will be called immediately to come pick up the children. It is our responsibility to provide a safe and secure environment for all program participants.

ILLNESS & INJURY

Please keep children at home when signs of infections or illness appear. This is for the child's own welfare as well as the welfare of others. A child is contagious at the onset of cold symptoms: weepy eyes, coughing/sneezing, runny nose, and should be kept at home until these signs disappear. At no time will a child with a fever, vomiting, head lice or other contagious affliction be allowed at Kids Korner. If a child's health is questionable to the staff (fever, vomiting, etc.) parents will be asked to pick up the child immediately. Parents are expected to pick up the sick child within 45 minutes. Kids Korner does not have the facilities or staff to care for sick children.

If an accident occurs during the program, staff will notify a parent/guardian as soon as possible. Please keep phone numbers and emergency contacts current. Program staff are trained in CPR & First Aid and will handle emergency situations as they have been taught. With the exception of life-threatening emergencies, effort will be made to reach an emergency contact person before calling professional medical personnel. If staff decides a immediate medical attention is needed, professional medical personnel may be called to transport the child to the hospital. If a child has been exposed to a communicable disease at a TDRPD program, a notice will be posted at the site.

MEDICATION FORMS

If a child needs medication during Kids Korner hours, directions for use and written permission from a parent must be on file. Only prescription drugs in their original containers (including the child's name and the date) will be administered. No over-the-counter medication will be given without written instructions from the physician (no aspirin, cough drops, or pills of any kind – especially those found in little baggies). Medication forms are available at program sites. If medication is to be given at both school and Kids Korner there must be two separate containers. Expired medication will not be administered so please be aware of expiration dates and be sure to keep your child's medication up to date.

PERSONAL BELONGINGS

Children are responsible for their personal belongings. Staff will not be held accountable for lost articles. Children are asked to bring a backpack for supplies and to please **leave personal toys at home. Absolutely no electronics are allowed at Kids Korner.** If a child needs to make a phone call, we are more than happy to assist them in using our classroom telephone.

TERMINATION POLICY

Participants may be expelled from the program for the following reasons:

1. The child's behavior is having an adverse affect on other children.
2. Discipline or behavior problems require excessive staff time or added staff.
3. Program payment is 5 days or more past due.
4. Children are not signed in and out on a daily basis. NO INITIALS.
5. Continual late pick up.
6. Failure to comply with program health policies.
7. Failure to complete and return required paperwork.

Please make sure to have all completed documents turned in prior to your child's first day of school. We are unable to accept your child without the attached paperwork completed.

For questions or concerns, please call the Program Coordinator:

Mason Moomey (530) 448-9716

Thank you for choosing the Truckee Donner Recreation and Park District's Kids Korner.
We look forward to a safe and fun year with your child!

License Number
Glenshire Kids Korner: 293605858