



city of
Corona

Kids Club
Afterschool Program

PARENT HANDBOOK

Welcome!

Dear Kids Club Families,

Welcome to Kids Club for the 2024-2025 school year! This handbook was created as a reference guide on all Kids Club Afterschool Recreation Program information, guidelines, and procedures. Whether you are new to the program or a seasoned member, it is important that you read it thoroughly to be prepared.

We ask that you acknowledge receipt of this handbook when prompted to do so during the registration process. By acknowledging receipt and completing registration, you are agreeing to having read and understand program policies.

On behalf of the City of Corona Community Services Department, we would like to thank you for selecting Kids Club for your 2024-2025 afterschool needs. Please feel free to contact us if you have any questions or concerns. We look forward to a safe and fun-filled school year with you and your child.

Your 2024-2025 Kids Club Team

Recreation Supervisor

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Program Coordinator

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Assistant Recreation Coordinator

Kasey Brennan
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Mission

The Kids Club Afterschool Program aims to provide a safe, healthy, and respectful environment for your child. It is designed specifically for students currently enrolled in kindergarten through sixth grade at one of the 8 CNUSD school sites we serve.

Our club leaders continuously work on encouraging positive interaction. We stress the importance of respect for oneself, peers, and staff. Our program promotes fun physical activities including games, crafts, and special outdoor activities.

The Basics

Schedule:

Students are required to meet at your site's designated meeting spot immediately following school dismissal. Students must sign-in with a club leader each day and must be signed out by an authorized adult by the time the program ends, no later than 6:00PM.

All program participants must complete emergency contact information, acknowledge consent form, and agree to all program policies during each registration process and prior to attendance. Parents/Guardians may be asked to complete any necessary acknowledgements/forms during sign out so please allow for extra time during this process and schedule appointments accordingly.

Our daily schedule includes round ups, homework help, organized group games, crafts, and movie days. If time allows, supervised free play may be allowed in designated areas. Participants who wish to complete their homework may do so as time and space permits. We ask that parents/guardians encourage your child's participation in all Kids Club activities and only ask for special arrangements when time, space and staff is available to accommodate.

Kids Club does NOT operate on school closure dates including holidays, and breaks. The City of Corona offers day camps during Fall, Winter, Spring and Summer breaks.

We require a minimum enrollment of 30 participants per week to move forward with programming. Sessions may be canceled if this minimum is not met and a credit to your account will be processed accordingly.

There is always a maximum capacity based on space and staffing availability. We encourage early registration to guarantee a spot.

Sign-In & Sign-Out Procedure:

Participants must sign a “Daily Attendance” sheet at a designated sign in location *immediately* following school dismissal bell. It is the responsibility of a parent/guardian to ensure that child knows the designated meeting location and understands the sign-in/out procedures. Individual School Site information is located on the last page.

A parent/guardian or other authorized adult over the age of 18 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 at sign-out. Refusal to sign our sign-out sheet or to show ID may result in the participant’s dismissal from our program. Parents/Guardians must sign out from the designated sign-out spot and cannot enter campus. Only adults listed on your CivicRec account are authorized to sign a child out.

It is the responsibility of the authorized adult to check daily for program notices and reminders and may be required to acknowledge behavioral feedback at sign-out.

Late Pick Ups:

If you are going to be late picking up your child, please contact your Kids Club staff so we can adequately prepare our team. Late fees will still apply as indicated below:

- If your child is not picked-up by 6:00 pm, they will be considered a “late pick up.” Beginning at 6:05 pm, an additional \$10 fee will be charged to your CivicRec account starting at 6:05 PM to 6:20 PM per child and for every 15 minutes thereafter until your child is picked up from the program. The late fee payment is due upon your arrival.
- If your child has not been picked up by 6:15 pm, staff will begin calling authorized 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 child’s care will be turned over to the Corona Police Department and/or Riverside County Child Protective Services.
- If a participant is picked up late three times within a thirty (30)-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 (30)-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 refund/credit for a suspension.

Kids Club staff are not permitted to drop off or pick up participants on behalf of parents/guardians.

Emergency Contacts:

Emergency contacts for all participants are kept on file via our CivicRec registration portal. **The primary parent account holder is solely responsible for ensuring that all emergency contact information within their account is correct, and up to date.** We suggest listing guardians who can pick up your child within 10 minutes of our phone call request. Remember to update your emergency contacts when information changes (including changes in your address, home, work, or cell phone numbers, authorized pick up list, and health/allergy information).

All information must be entered prior to your child's first day of participation in Kids Club. Please remember only the primary account holder can make changes to their child's account. 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 account.

Club Rules:

Participants must adhere to ALL Kids Club rules and disciplinary procedures. These are designed to ensure a safe and healthy Kids Club environment. Rules are as follows:

- *"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.
- Be signed out by a parent/guardian or other authorized adult.
- Be polite and courteous to others:
 - Respect each other.
 - Never engage in physical violent/ aggressive behavior or inappropriate language.
 - Never use alcohol, tobacco, drugs, weapons, etc.
- Follow directions.
- Adhere to ALL school rules and policies.
- Stay within your program space:
 - Never leave the premises without authorization or staff knowledge.
 - Treat your safe space with care.
- Only utilize the supplies assigned to you. Please keep your toys and personal items at home.
- Remember to wash your hands before and after you use the restroom:
 - Do not forget to hum the "Happy Birthday" song while you wash your hands.
 - Wash your hands before and after you eat your snack/lunch.
- Feeling anxious? Tell your club leader.

- Have a question? Raise your hand.
- Have fun and be safe!

Disciplinary Procedures:

Staff are trained in Positive Behavior Interventions and Supports (PBIS) to consider both the severity and frequency of the behavior and the appropriate action. If all PBIS measures have been utilized and the child has not corrected their behavior, the staff will then begin utilizing our disciplinary protocol. Discipline procedures are designed to be fair, consistent, and effective. Our primary approach is to use positive reinforcement and praise to redirect negative behavior. Warnings, corrective action, and isolation from the group, may be utilized in more severe instances. Staff will seek a conference with the parent/guardian for behavior that endangers others or disrupts programming. If an infraction is ill advised, staff may automatically suspend a child under their discretion and the discretion of their supervisors.

- **First Non-Compliance – Reasoning**

Verbal warning by staff. Every effort is made to help the child understand acceptable behavior and rules and how to resolve conflict. Depending on the severity of the infraction the parent/guardian may also be informed and will be encouraged to discuss the instance with their child before returning to program the next day.

- **Second Non-Compliance – Redirection**

The child will be removed from the activity for a period (determined by staff and child together) and redirected to another program area. This will be counted as an infraction which will be logged by staff on a “Tomorrow’s a Better Day” and discuss the incident with the parent/guardian at sign-out. This must be signed and returned to staff.

- **Third Non-Compliance- Suspension**

If the child receives three 3 infractions or write-ups within a three 3-week period, upon the next non-compliance, or ill-advised behavior, a suspension will be given. The suspension period is determined in collaboration with the site leads and their supervisors. A suspension form will be filled out and the parents/guardians will be required to sign the form and return it to the staff. The child can then return to Kids Club on the date indicated on the form. There will be no refund or prorated fee for the days/week that the child is suspended.

- **Fourth Non-Compliance - Conference Request**

If the child cycles through the above non-compliance procedure twice, or is automatically suspended for ill-advised behavior, upon the second suspension, the parents/guardians will be contacted by Kids Club supervisors to set up a conference. The child will not be

allowed to return to Kids Club until a conference is completed to ensure that the Kids Club team has resources and suggestions from the child's appointed members to better support the child.

- **Fifth Non-Compliance - Removal from the Program**

If the child cycles through the above non-compliance procedures again, or has been automatically suspended for ill-advised behavior, the child will be removed from the program. The child's parent/guardian will be contacted immediately to pick the child up and the child will be sent home.

Suspension and Expulsion Procedures:

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 parents/guardians will be provided with 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. *If your child is sent home for any disciplinary reason, no partial refund will be issued. *

Helpful Tips for Kids Club Members:

We work hard to make sure all members feel safe and welcome while at Kids Club. Keep in mind that we are primarily an outdoor program. We only go indoors during inclement weather and if the school site has available space. DO NOT bring anything to Kids Club that is normally not allowed on school campus.

What to bring all seasons:

- 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 (especially if your student's diet is restricted)

During the winter months:

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

During the warmer months:

- Sunscreen (non-aerosol, to be applied as needed, student must apply themselves)
- Water bottle
- Hat/visor
- Sunglasses

Personal Property:

City of Corona staff are not responsible for personal items. Kids Club participants must adhere to all school district 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 and upon pickup, will be returned to the parent/guardian accompanied by a "Tomorrow's a Better Day" report.

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

- Toys of any kind (including but not limited to cars, action figures, dolls, spinners, etc.)
- Electronic devices of any kind.
- Collector cards and items (i.e.- Pokémon, Yu-Gi-Oh)
- Inappropriate magazines, books, or pictures
- Gum

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 a staff member. 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 and upon pick up, will be returned to the parent/guardian accompanied by a Behavior Modification report.

Snack Time:

A daily afterschool snack or food craft will be provided for your child. We highly recommend packing additional snacks and always sending a water bottle with your child. Please pack your own snack if your child has special dietary needs.

****Please note we are a nut free program. This includes tree nuts, Nutella, and peanuts ****

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 CivicRec account.
- Child will be required to sign themselves out before leaving.
- Child will be released at the time indicated on their CivicRec account.
- 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 (mid October-March)

Medication:

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

Note: Kids Club staff does not have access to school's medicine cabinet

Payments & Fees:

The cost for our Kids Club monthly membership:

- \$247per month

This cost includes a daily snack. Absences are not rolled over, transferred to future weeks, or refunded.

Waitlist Policy

When a spot becomes available at your preferred school site, we will refer to the waitlist and contact in numerical order.

Parents/guardians with a child on the waitlist will receive a phone call and email. Staff will attempt to call three 3 times over a 48-hour period before removing a name and moving on to the next student on the list. If a child is removed from the waitlist due to no response, they may be re-added to the end of the list by beginning the process over again. It is imperative that accounts be created with accurate contact information to ensure these opportunities are not missed.

Membership Cancellation Policy

Membership can only be canceled in writing (via email) to the Kids Club Program Coordinator.

Confirmation of the cancellation and removal from the roster will be returned in writing within 5 business days. If a parent/guardian has requested to be removed from the program, then wishes to re-enroll their student, they may do so as space is available. If the desired site has an active waitlist, the participant can be added to the waitlist and the waitlist policy will be followed.

Parent/Guardian Visitation Policy

Please call the site phone to make an appointment for visitation. Kids Club Staff will attempt to make themselves available to answer all questions at the check-out point, but please remember that our priority is to supervise participants to ensure their safety.

If you need to communicate with your child in person, 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 excuse them to the designated check-out point. You must sign your child out. We request meetings be kept brief to avoid program interruption and limit impact. If a longer meeting is necessary, we recommend it be conducted off-site. You may sign your child back in upon return.

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 community needs and available resources. School sites may be full, or others cancelled due to low enrollment. If this situation arises, every effort will be made to notify parents/guardians 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 of Corona will enact its Emergency Disaster Plan. If necessary, Kids Club children may be transported by City of Corona vehicle to an emergency shelter. Staff at Kids Club sites will make every effort to inform parents/guardians 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 adults authorized for pick up according to the student's CivicRec account.

Kids Club School Sites

BENJAMIN FRANKLIN

2650 Oak Ave, Corona, CA 92882
Opens 2:57 pm / 1:57 pm on Wed.

Site: Room 23

Phone: 951-403-0910

ORANGE

135 Valencia Road, Corona
Opens 1:57 pm / 12:57 pm on Wed.

Site: Room 503

Phone: 951-496-6318

CORONA RANCH

785 Village Loop Dr, Corona
Opens 1:57 pm / 12:57 pm on Wed.

Site: Multipurpose Room

Phone: 951-403-0289

PRADO VIEW

Opens 1:57 pm / 12:57 pm on Wed.
2800 Ridgeline, Corona

Site: Meet at Lunch Benches

Phone: 951-808-7022

DWIGHT D. EISENHOWER

Opens 1:57 / 12:57 on Wed.
3355 Mountain Gate Dr., Corona

Site Room: 503

Phone: 951-415-8523

SUSAN B. ANTHONY

Opens 2:57 pm / 1:57 pm on Wed.
2665 Gilbert St., Corona

Meet at: Lunch Benches

Site: MPR

Phone: 951-415-3601

FOOTHILL

2675 Buena Vista St. Corona
Opens 1:57 pm / 12:57 pm on Wed.

Site: Room J-2

Phone: 951-808-7015

TEMESCAL VALLEY

Opens 2:57 pm / 1:57 pm on Wed.
22950 Claystone Ave, Temescal Valley
Site: Lunch Benches and then Room E101

Phone: 951-903-9460