

# Parent/Guardian Contract Waivers and Agreements

This document is provided to ensure that parents understand their rights and responsibilities as they apply to their child(ren) attending any Davis Kids Klub program.

Additionally, this contract advises parents of the DKK program goals and guidelines. Please read through each item thoroughly. If you have any questions or need further clarification on an item, please contact the DKK Main Office ([office@daviskidsklub.com](mailto:office@daviskidsklub.com)).

## Mission Statement

The mission of the Davis Kids Klub is to work in close partnership with the Davis Joint Unified School District to provide an affordable, quality enrichment program for children. Our program is committed to meeting the unique needs of all children by supporting their academic, physical and socio-emotional development in a safe, nurturing, inclusive environment. Each site-based program has a caring and qualified staff that is dedicated to providing children with fun and enriching opportunities. We work closely with children, families, district staff, and community members to support, encourage and challenge children to be active, engaged, creative, socially and academically aware students and citizens.

## Program Description

Davis Kids Klub (DKK) is a non-profit quality, affordable recreation enrichment program located on Davis Joint Unified School District (DJUSD) campuses: Birch Lane, Cesar Chavez, Korematsu, Montgomery, North Davis, Patwin, Pioneer, and Willett Elementary Schools. DKK offers safe, structured fun in a recreational environment that supports academic, social and emotional growth. Davis Kids Klub is a drop-in, recreational program. It does not offer licensed care or supervision that a daycare center provides.

## **AVAILABLE PROGRAMS**

### **After school (M, Tu, Th, F 2:35/3:05 – 6:00 and W 1:30 – 6:00)**

The daily schedule and programming for after school includes time for homework, a nutritious snack, guided fitness and outdoor play, as well as games and activities that focus on STEAM (Science, Technology, Engineering, Arts and Math). DKK works in partnership with DJUSD, UC Davis, and other community groups to provide enrichment opportunities, such as theater, knitting, technology, and yoga, as well as a number of other exciting and engaging activities for students. DKK After-School Programs are open according to the DJUSD School Year Calendar with optional camp days on days when school is not in session.

### **TK/Kinder Program (**Pioneer Elementary RM C-21**)**

- An age-appropriate play-based program for afternoon kindergarteners and transitional-kindergarteners and open to all TK or kindergarten students in the Davis Joint Unified School District.
- The program is led by qualified staff who guide students through playtime, snack and lunch times, bathroom breaks and outdoor play time, as well as escorts them to and from their school classrooms.
- **Program time options:**
  - 7:45 am -11:50 am (before PM Kinder & TK)
  - 11:35 am - 2:35pm (for AM Kinder & TK students)
  - 11: 35 am - 3:05pm (for AM Kinder & TK students)
  - 3:10 pm - 6:00 pm (for AM Kinder & TK students, and after-school)
  - 11:35 am – 6:00 pm (for AM Kinder & TK students, and after-school on Wed.)

## **CONTACT US**

### **DKK Office Phone Number and Email:**

530-220-4731

[office@daviskidsklub.com](mailto:office@daviskidsklub.com)

### **Your DKK Site Director can be contacted during DKK hours at:**

Birch Lane 530-304-4732

Cesar Chavez 530-574-3768

Korematsu 530-402-3416

Montgomery 530-304-3544

North Davis 530-219-6156

Patwin 530-304-3548

Pioneer 530-220-4736

Pioneer TK 530-746-1129

Willett 530-220-4735

***Summer Camp Phone Number is 530-219-6156.***

**\*\*Parents are responsible for sharing the site phone number with all family members and caregivers of the student. To report your child's absence, please contact your site immediately and leave a message for your director.**

**\*\*Students are not allowed to use the DKK site phone unless directed to do so by a director.**

**\*\*Just like at school, students are not allowed to have personal cell phones out during DKK. If a parent needs to reach the student or if the student needs to reach a parent in case of an emergency, the Site Director will use the site phone to communicate.**

## Staffing and Training

Davis Kids Klub offers children and families a nurturing and inclusive program (ratio goal is 11:1) staffed with experienced directors and assistants. DKK aims to hire licensed teachers, school district paraprofessionals, and other qualified individuals to serve as site directors. Site directors are CPR and first aid certified, have been fingerprinted and background checked, have a clear TB test, and have completed mandated reporter training. Site directors get extensive initial and ongoing program training, including but not limited to, training in group management, problem solving and emergency action plans and procedures. Many of the DKK staff are pursuing careers working with children and have college child development coursework that supports their work at DKK. All DKK employees are mandated by the state of California to report any suspicion of child abuse. Employees do not form opinions or conclusions on their suspicion. All staff (from directors to recreation leaders) are diligent in maintaining a well-supervised, positive, safe, and clean environment where children learn, play, have fun and thrive.

## DKK Holiday Calendar 2019-2020

- |                     |                                |
|---------------------|--------------------------------|
| • August 28 at 1:30 | First Day of DKK/School,       |
| • September 2       | Labor Day Holiday (No DKK)     |
| • November 11       | Veteran's Day Holiday (No DKK) |

- November 28 – 29                      Thanksgiving (No DKK)
- December 23 – 27                      Winter Break (No DKK)
- January 1                                  New Year's Eve (No DKK)
- January 20                                MLK Jr. Holiday (No DKK)
- February 17                              President's Day (No DKK)
- May 25                                      Memorial Day (No DKK)
- June 10                                    Last Day of DKK
- June 11                                    Last Day of School

CAMP DAYS may be available for the following DJUSD non-school days.

- November 8
- November 25 – 27
- December 30 - 31
- January 2 - 3
- February 10
- April 6 - 10
- June 11 Last Day of School (TBD)
- June 12 Day After Last Day of School (TDB)

Note: Parents can choose a full day or half day option on Camp Days. Half-Day Camp Days start at \$29 and Full-Day Camp Days start at \$50. Camp information will be released both by email and on our website closer to the actual camp day(s) for online sign-ups. **Camps may be cancelled the week before if there is not a minimum number of students enrolled. Those enrolled prior to cancellation will receive a full refund.**

## CONFERENCE WEEKS

- November 2019 (TBA)
- March 2020 (TBA)

All DJUSD Elementary School Students will be released at 1:30pm during both conference weeks. DKK will run from 1:30pm-6:00pm every day during these weeks. **There is NO SIBLING CLUB during conference weeks, and Sibling Club fees will not be adjusted.**

## SUMMER CAMP (Located at North Davis Elementary)

Each year, DKK may offer a Summer Camp based on facilities availability, staffing, and enrollment. Summer Camp activities, enrichments, and schedule typically include: math and language arts, educational computer program, visits to the Davis Library to participate in the Summer Reading Incentive Program, art projects, STEAM projects, field trips, outdoor physical fitness/games, and swimming at Community Pool.

## **Financial Waiver/Agreement**

Please read through each item thoroughly. If you have any questions or need further clarification on any item, please contact the DKK Main Office ([office@daviskidsklub.com](mailto:office@daviskidsklub.com)).

### **AFTER-SCHOOL 2019-2020 MONTHLY FEES**

Family Registration ... \$99 (one-time fee per school year)

5 days/week ... \$298

4 days/week ... \$275

3 days/week ... \$243

2 days/week ... \$182

1 day/week ... \$121

1 day/week (Wednesday only) ... \$143

Sibling Club (2:35pm-3:05pm) ... \$44

### **AFTER-SCHOOL 2019-2020 DAILY DROP-IN FEES**

Monday, Tuesday, Thursday or Friday ... \$35 per day

Wednesday ... \$40 per day

### **SUMMER CAMP 2019 WEEKLY FEES**

Family Registration ... \$50

All Day (8am-6pm) ... \$219

Half Day AM (8am-1pm) ... \$149

Half Day PM (1pm-6pm) ... \$149

### **SUMMER CAMP 2019 DAILY DROP-IN FEES**

Full Day (8am-6pm) ... \$59

Half Day AM or PM ... \$39

#### **NOTE:**

- **Daily drop-ins** are available at our web site. Please sign-up for drop-in days no later than 4pm the night before the desired drop-in date. Sign-ups after 4pm (the day before the

desired drop-in) may not be available at our web site. *Thank you for understanding. We are doing our best to staff each program accordingly to fit the needs students.*

- **Wait List:** In the event that there is high enrollment at a site (too many students for the space we are delegated and not enough staff), then that particular site will close and a wait list will begin. Parents can email the DKK Office ([office@daviskidsklub.com](mailto:office@daviskidsklub.com)) to be placed on a wait-list for their school site. Parents will be notified via email when a spot opens for their student to enroll.

## IMPORTANT PAYMENT INFORMATION

- **Davis Kids Klub Tax ID# is 03-0451515**
- Our preferred payment method is online through our DKK website.
- All parents are enrolled for auto-pay. It will automatically charge your account every month via credit card or bank account. Please rest assured that DKK will respect your privacy and will NOT store any of your credit card information. **Auto-pay remains in effect unless you change it online at our website.**
- You choose your auto pay date (25<sup>th</sup> of the previous month through the 5<sup>th</sup> of the current month). **NOTE:** If a payment is missed by the last day of the payment window (5<sup>th</sup> of the current month), then the student is not allowed to attend DKK as of the 6<sup>th</sup>.
- Payment of dues by check, whether monthly or at a different interval, is at the discretion of the DKK Office.

## TO CHANGE YOUR PREFERENCES/PLAN/UPDATE INFORMATION

- Any change to your plan will be charged a **\$39 fee**. If possible, we request 30 days' notice for any changes.
- Parents/Guardians are responsible for updating student's personal information when it changes. (ie: telephone numbers, email address, authorized parties for pick-up, etc.). Changes to personal account information can be made directly online or submitted to [office@daviskidsklub.com](mailto:office@daviskidsklub.com).

## REFUNDS/CREDITS

- No reduction in fees for the DKK holidays. (see Non-School Days page)
- August and June monthly fees are automatically pro-rated for short months.
- Summer fees are paid weekly. Auto-pay does not apply to summer.
- Fees are non-refundable and non-transferable due to student absences, student illness and vacation time.
- **No credit is given for Sibling Club during Conference Weeks.**

### **LATE PICK-UP/EARLY DROP-OFF**

When you are late to pick-up your child, the following charges apply

- 1-15 minutes late: \$15
- 15-30 minutes late: \$30
- After 30 minutes: \$50 plus \$1 for every minute after 30 minutes late

Children may be dropped from the program with no refund, if the late pick-up/early drop-offs occur more than three times.

Invoices will be sent within 24 hours of the late pick-up/early drop-off. Invoices must be paid in order for your student to return the following day.

### **CANCELLATION POLICY**

Davis Kids Klub has the right to cancel a program due to low enrollment or unexpected problems.

### **FAMILY DISCOUNTS**

Due to the affordability/low-cost of Davis Kids Klub, no discounts are given for additional children.

### **DIVORCED/SEPARATED PARENTS**

The parent/guardian who registers is the responsible party for making the full month payment. If a family chooses to split the payments between parents, it is their responsibility for each parent to register separately. Parents can request a refund of \$99 (does not apply to summer reg fees) of the second registration fee by email, [office@daviskidsklub.com](mailto:office@daviskidsklub.com). Should one parent default on payment, service to the child will be stopped until the tuition payments resume.

### **FEE SUBSIDY/SCHOLARSHIPS**

If you wish to request a scholarship and are eligible for low income subsidy and/or qualify for DJUSD free/reduced lunch, please call the DKK Main Office to discuss scholarship/subsidy opportunities.

- Families who enroll under this program receive a separate contract for fees.
- If are you granted a scholarship, recipients are still required to register and abide by all DKK Waivers & Agreements.
- Failure to make payment may result in the student being removed from the program (if parents/guardians do not contact the DKK Office for a payment plan).

## **DJUSD EMPLOYEES**

DJUSD employees are eligible for a 20% discount. Please notify the DKK Office via email ([office@daviskidsklub.com](mailto:office@daviskidsklub.com)) if you are a DJUSD employee and we will apply your discount. Please be aware this discount is not applicable to the registration fee, Sibling Club and/or Camp Days.

## **UCD FACULTY**

UCD faculty members are eligible for a 10% discount, 1) if member's child(ren) are enrolled for a minimum of 2 full weeks in the summer and/or 2) if member's child(ren) are on a school year plan of 3 or more days per week (does not apply to Sibling Club, drop-ins, and/or Camp Days) . Please notify the DKK Office via email ([office@daviskidsklub.com](mailto:office@daviskidsklub.com)) if you are a UCD faculty member and we will apply your discount. Please be aware this discount applies to monthly fees only, and not the registration fee.

## **RECEIPTS**

Receipts are provided after each online payment is made. If a signature is needed, please scan/email the DKK Main Office ([office@daviskidsklub.com](mailto:office@daviskidsklub.com)) and your receipt will be signed and returned within 3-5 business days. If an original signature is needed, site directors can sign your receipt.

# **Behavior Agreement**

Please read through each item thoroughly. If you have any questions or need further clarification on any item, please contact the DKK Main Office ([office@daviskidsklub.com](mailto:office@daviskidsklub.com)).

- **Our expectations for all students:**
  - \* Cooperate with peers and DKK staff.
  - \* Be courteous, polite, and respectful.
  - \* Play fair.
  - \* Be kind.
  - \* Be safe.
  - \* Be responsible and trustworthy.
  - \* Be helpful.
  - \* Follow all safety rules.



- \* Bring any concerns or issues to the attention of DKK staff immediately.
- Davis Kids Klub follows the DJUSD Standards of Student Behavior Code. A copy of these standards is available at site for your review.
- DKK staff works diligently to support students and keep them safe and happy. We recognize that an after school program is inherently different than the school day with mixed-ages in one location, less structure than a school day, and more opportunities for students to engage and interact in an informal, play-based way. As a result, we do our best to minimize conflict and intervene before students act out.
- Typical Action Plan for behavioral intervention:
  1. A student who struggles to follow the DKK expectations/rules will be reminded of the rules, redirected and encouraged to comply with the redirection/rules.
  2. If a student continues to need redirection and correction, he/she may be asked to sit separately from the group in a place that is meant to be calm, safe, and to give the student time to deescalate and/or think.
  3. If the student behaves in a way that is unsafe or unkind to any student or adult in the program, including the student themselves, an Incident/Accident Report may be written.
  4. In the event that a student is behaving in a way that is unsafe, disrespectful and/or increasingly difficult for site staff to manage, a parent/guardian may be called to pick the child up.
  5. A parent/guardian will be asked to sign an Incident/Accident Report to confirm that they were notified of the report. These reports are not sent home. Parents are welcome to take a picture of the report at pick up time. Any questions or concerns should be addressed with your Director at that time.
- **Behavior Incident Report**

If your child receives 3 behavior incident reports during a school year, your student may be dropped from the program without a refund of fees. Additionally, a major infraction that compromises the safety of your student and/or the staff or students of the program, may result in your child being dismissed from the program at the discretion of DKK and without a refund in fees.

- **Suspensions**

We may opt to implement a short-term suspension (1-5 days) as we work toward a behavior plan and/or make any decisions on a possible dismissal.

## Program Details

### MOVIE POLICY

- Movies may be shown at DKK on a Friday at the end of each month as a group reward for positive behavior. Movies are typically shown between the hours of 4:00-6:00 p.m. after outdoor activities and snack time.
- Movies are sent from the DKK Office, and all movies are G-rated. The goal is for the movie to be shown in its entirety.
- Movies are delivered to the site with a related coloring project, a game and/or an additional learning activity. The alternative activities are presented to students prior to showing the movie so they have an opportunity to opt out.
- Parents are emailed in advance with the movie title and the optional activities. Parents have the opportunity to speak with their student and decide if he/she prefers to watch the movie or to participate in the alternate activities. Parents and/or the student him/herself can make their Site Director aware of their wishes to opt out of the movie time.
- Homework completion or reading is always welcome during movie time.

### TECHNOLOGY

- Davis Kids Klub Tech Time is typically held on Tuesdays, Wednesdays and Thursdays from approximately 4:15-5:00/:15 pm (depending on availability, etc.). Site Directors will rotate students every 20 minutes during the hour in groups of 8 (at most sites). The goal is for all students to have the opportunity to access technology at least once a week. While students are using the computers/devices, Site Directors will be actively monitoring their screens to make sure students are **only** accessing educational programs via **Chrome Academy**, which is a district approved set of websites and games on the DJUSD website or their classroom teacher's website/page. Students will be reminded of the technology rules (attached) before logging on each day. Students are expected to follow the rules and treat all equipment with care (no food or drink near the computers/devices).

- Davis Kids Klub utilizes the DJUSD Student Acceptable Use of Technology Agreement for all programs. A copy of these standards is available at site for your review.

### **CHECKING IN and OUT OF DKK & PARENT ALERT EMAIL SYSTEM**

- **STUDENTS ARE RESPONSIBLE FOR MAKING THEIR WAY TO THE DKK SITE AT EACH SCHOOL. DKK STAFF WILL MEET AND ESCORT KINDERGARTEN AND TK STUDENTS ONLY.**
- Site Directors check students in and out electronically on an iPad.
- DKK will send parents an alert via email if a student has not checked in with their Site Director within 10 minutes after they are dismissed from school.
  - IT IS THE PARENT'S RESPONSIBILITY TO CALL THEIR SITE DIRECTOR IF THEIR STUDENT WILL BE ABSENT FROM DKK BY 1:00 PM THE DAY THEY ARE GOING TO BE ABSENT. If you have already called in your absence, please ignore the email alert.
  - If you forgot to call in the absence, please call your Site Director immediately upon receiving the email alert. We appreciate parents working together to keep students safe after-school.
  - **DAVIS KIDS KLUB WILL NOT CALL PARENTS IF A CHILD DOES NOT ARRIVE AT DKK**
- **CHECKING IDs:** To ensure a safer environment at DKK, staff will be checking IDs during pick-up. Please call the site phone number and notify the site director if anyone other than yourself is picking up your student, and please let that person know to have their ID handy.

### **TELL US MORE ABOUT YOUR CHILD ONLINE**

Each school year, we ask that parents update (and/or complete if registering for the first time) the detailed questions about their child and his/her interests and needs.

**By you sharing critical health, behavioral, communication, and/or social needs of your child, our staff can better meet the overall needs of your child, and to help him/her be socially, academically and behaviorally successful in our after-school program.**

**NOTE:** The information you supply is kept confidential by DKK staff. **In the event of a behavioral or health issue with your child, please be aware that if you do not provide accurate or detailed information about your child and his/her needs, we are unable to troubleshoot/problem solve as efficiently, successfully or consistently as needed on behalf of your child.**

## **Liability/Medical Waiver**

Please read through each item thoroughly. If you have any questions or need further clarification on any item, please contact the DKK Main Office ([office@daviskidsklub.com](mailto:office@daviskidsklub.com)).

In consideration for myself and my minor children being permitted by Davis Kids Klub to participate in activities described in the program I hereby waive, release and discharge any and all claims and damages for personal injury, death, or property damage which I or my minor children may sustain or which may occur as a result of me or my minor children's participation in these activities.

I understand and agree that:

1. This release is intended to discharge in advance Davis Kids Klub, its directors, employees and mentors from and against any and all liability, except for their sole negligence or intentional acts, connected in any way with the participation of myself or my minor children in activities;
2. The described activity may be of a hazardous, strenuous, and/or physical nature;
3. Participation in the described activity may occasionally result in injury, death or property damage;
4. Knowing the risk involved, nevertheless I voluntarily request permission for myself or minor child to participate in the described activity;
5. I hereby assume any and all risks of injury, death or property damage, and to release and hold harmless Davis Kids Klub, its directors, employees & mentors, except for their sole negligence or intentional acts;
6. This waiver, release and assumption of risk is to be binding on the heirs and assigns;
7. I will indemnify and to hold Davis Kids Klub harmless from any loss, liability, damage, cost or expense, including litigation, which they may incur as a result of any injury and/or property damage which myself or my minor children may sustain while participating in said activities;
8. I will make good any loss or damage or cost Davis Kids Klub may have to pay if any litigation arises on account of any claim made by said minors or by anyone on said minor's behalf;
9. In the event that said minor requires medical or surgical treatment while under the supervision of said Davis Kids Klub personnel in connection with the described activity, such supervisor may authorize treatment;

10. I will pay all medical, hospital, or other expense which I or my minor children may incur as a result of such treatment;
11. I expressly permit said minor child to travel by private or public automobile to activities and events related to the described activity.
12. Activities are not child care as defined by the State of California.
13. I hereby give permission for my child(ren) to participate in any field trip Davis Kids Klub plans unless otherwise expressed to my child(ren)'s Site Director or the Davis Kids Klub main office. I understand that Davis Kids Klub will attempt to notify all families of any field trips in advance but this is not required. I understand that most field trips will not require public or private transportation but give permission for my child(ren) to use necessary transportation at Site Director's discretion. In consideration of the advantages of these field trips; I agree to release, indemnify, and hold harmless the Davis Kids Klub program and its employees from liability for bodily injury or property damage that might occur during these trips.
14. Davis Kids Klub is not responsible for children following the dismissal of a program.
15. I certify that I have custody or am the legal guardian of said minors by court order, and that I and my minor children are physically able to participate in the described activities.
16. **Publicity and Photo Release:** I hereby grant Davis Kids Klub the absolute and irrevocable right and unrestricted permission to use my or my family's name, likeness, image, voice, and/or appearance as such may be embodied in any photos, video recordings, audiotapes, digital images, and the like, taken or made on behalf of DKK or its partners. I agree that DKK has complete ownership of such material and can use said material for any purpose consistent with the DKK's mission. These uses include, but are not limited to, videos, publications, advertisements, news releases, Web sites, and any promotional or educational materials in any medium. I acknowledge that I will not receive any compensation for the use of such images, video, likeness, etc. I hereby release and discharge DKK, and its agents, representatives and assignees from any and all claims and demands arising out of or in connection with the use of my name, likeness, image, voice and/or appearance, including any and all claims for invasion of privacy, right of publicity, misappropriation or misuse of image, and/or defamation. **If you wish to opt out of the Publicity and Photo Release, then please email the DKK Office ([office@daviskidsklub.com](mailto:office@daviskidsklub.com)).**