

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC (EFFECTIVE MARCH 14, 2020 – PRESENT & UNTIL FURTHER NOTICE), SECTIONS OF THIS DOCUMENT WHICH ARE HIGHLIGHTED IN YELLOW MAY NOT APPLY OR BE RELEVANT TO OUR PROGRAM AT THIS TIME. ITEMS HIGHLIGHTED IN BLUE REFER TO FALL 2020 CHANGES.

Parent/Guardian Contract Waivers and Agreements

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

Additionally, this contract advises guardians 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).

Important Information Addressing COVID-19

The safety of all students and staff are top priority at Davis Kids Klub. Our prevention measures adhere to COVID safety regulations which include socially distanced table spaces and eating areas for each child, mask wearing requirements for all staff and students, daily temperature taking, daily health screen/questions, and daily cleaning protocols to ensure the safety of each and every child and staff member.

For the upcoming school year, and until further notice indicating otherwise, we would like to ask families to make sure children arrive each day with the following in a bag/backpack:

1. Fully charged Chromebook/Distance Learning device
2. 2 masks, one worn upon entering the site, as well as a back-up mask in their backpack
3. Working earbuds or earphones, compatible with their Chromebook/device

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC (EFFECTIVE MARCH 14, 2020 – PRESENT & UNTIL FURTHER NOTICE), SECTIONS OF THIS DOCUMENT WHICH ARE HIGHLIGHTED IN YELLOW MAY NOT APPLY OR BE RELEVANT TO OUR PROGRAM AT THIS TIME. ITEMS HIGHLIGHTED IN BLUE REFER TO FALL 2020 CHANGES.

4. All Snacks and meals for their time with us, unless student has signed up to receive district meals

COVID Safety: While guidelines and/or orders may change, here is a list of some of the many health and safety actions we will have in place:

- Students and staff will be asked to wear a properly fitted (covering nose and mouth) facial covering while indoors and/or whenever near others.
- We ask all families to please send 2 clean masks with your child daily. One to be worn upon arrival, and a clean back-up stored in a sealed bag.
- All staff and campers will have their temperatures checked daily upon arrival and may be checked again over the course of the day, as needed.
- Parents and/or their student(s) may be asked some quick questions to assess a child's health and well-being upon arrival each day.
- Students will be asked to wash and/or sanitize his/her hands regularly and frequently throughout the day.
- Staff will be monitoring social distancing throughout the day.
- Staff will regularly sanitize surfaces, learning materials, and sports equipment.
- We rely on our students and families to honestly report on their health and well-being. If we accept a student who is sick and/or tests positive or is exposed to someone who has tested positive for COVID-19, our entire program will be shut down. We appreciate you and your student(s) staying home if you are feeling sick.

Snacks and Lunch:

DJUSD offers a snack/meal program that is available to all DJUSD students. **It is your responsibility to let your site Director know if you wish for your student to participate in the district's meal program.**

If you choose not to participate in the district's lunch/snack program, students are responsible for bringing their own food to our program. Our snack times are at approximately 9:45, 1:45, and 3:45, and lunch is at 11:30 (schedule may vary by site)

If parents chose to send meals and not participate in the DJUSD food program, each camper should bring nutritious snacks (we recommend snack bars, fruits

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC (EFFECTIVE MARCH 14, 2020 – PRESENT & UNTIL FURTHER NOTICE), SECTIONS OF THIS DOCUMENT WHICH ARE HIGHLIGHTED IN YELLOW MAY NOT APPLY OR BE RELEVANT TO OUR PROGRAM AT THIS TIME. ITEMS HIGHLIGHTED IN BLUE REFER TO FALL 2020 CHANGES.

and/or veggies) and a sack lunch (a sandwich/main course/protein, fruits, and vegetables) **according to their attendance times.**

****If your student has a peanut allergy please let the director know on the first day!****

Mission Statement

The mission of the Davis Kids Klub is to provide an affordable, quality enrichment program for children. Our program operates in partnership with the Davis Joint Unified School District, and 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 quality non-profit, 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/supervision that a daycare center provides. **During Distance Learning programming (as dictated by DJUSD), DKK will provide Distance Learning support.**

Davis Kids Klub prohibits discrimination on the basis of any protected class, including but not limited to age, color, disability, gender, religious or sexual orientation. If you believe you or your child has been discriminated or harassed, please contact a site supervisor, the executive director, or DJUSD-DKK Site Liaison at DJUSDliaison@daviskidsklub.com.

Individuals who have, or suspect they may have, a disability for which they would like to request accommodation, or the family members of such individuals, should

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC (EFFECTIVE MARCH 14, 2020 – PRESENT & UNTIL FURTHER NOTICE), SECTIONS OF THIS DOCUMENT WHICH ARE HIGHLIGHTED IN YELLOW MAY NOT APPLY OR BE RELEVANT TO OUR PROGRAM AT THIS TIME. ITEMS HIGHLIGHTED IN BLUE REFER TO FALL 2020 CHANGES.

likewise contact a site supervisor, the executive director, or school liaison, to discuss their needs.

AVAILABLE PROGRAMS

****In the case of a program not reaching a minimum capacity, the program may be cancelled with 7-10 days prior notice! Parents will be notified immediately of cancellations via email, and a refund of all associated fees will be issued.**

In the case of a program reaching full capacity, the office will contact parents immediately to offer alternate site location choices.**

Before School, 7:00 - 8:30 a.m. (Korematsu Elementary, MPR)

Korematsu is currently the only school site who operates a before-school program.

After School (M, Tu, Th, F 2:35/3:05 – 6:00 p.m. and W 1:30 – 6:00 p.m.)

The daily schedule and programming for after school includes time for homework, snack time, 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, technology, and yoga, as well as a number of other exciting and engaging activities for students. DKK's After-School Programs are aligned to the DJUSD School Year Calendar, and operate when school is in session, with optional camp days on days when school is not in session.

- **Sibling Club (M,T,TH,F 2:35 - 3:05)**

Sibling Club is designed for students in grades 1 - 3 who wait on campus for siblings in grades 4-6. Siblings should be checked out by a sibling or guardian/parent no later than 3:10. **Please note: There is NO SIBLING CLUB during conference weeks, and Sibling Club fees will not be adjusted for these weeks. Additionally, late charges apply to siblings who do not leave our program by 3:10.**

TK/Kinder Program (Pioneer Elementary, Room C-21 & Korematsu Elementary, Room)

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC (EFFECTIVE MARCH 14, 2020 – PRESENT & UNTIL FURTHER NOTICE), SECTIONS OF THIS DOCUMENT WHICH ARE HIGHLIGHTED IN YELLOW MAY NOT APPLY OR BE RELEVANT TO OUR PROGRAM AT THIS TIME. ITEMS HIGHLIGHTED IN BLUE REFER TO FALL 2020 CHANGES.

- An age-appropriate play-based program for afternoon kindergarteners and transitional-kindergarteners. The program is open to all Davis Joint Unified School District TK and kindergarten students, not just Pioneer students.
- 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 escort them to and from their school classrooms.
- **Korematsu TK/K Program time options:**
 - 7:00 am- 11:35pm (for AM Kinder & TK students)
 - 8:30am-11:35pm (for AM Kinder & TK students)
 - 11:35 am - 2:35pm (for AM Kinder & TK students)
 - 11:35 am - 3:05pm (for AM Kinder & TK students)
 - 11:35 am – 6:00 pm (for AM Kinder & TK students, and after-school on Wed.)
 - 3:10 pm - 6:00 pm (for AM Kinder & TK students, and after-school)
- **Pioneer TK/K Program time options:**
 - 11:35 am - 2:35pm (for AM Kinder & TK students)
 - 11:35 am - 3:05pm (for AM Kinder & TK students)
 - 11:35 am – 6:00 pm (for AM Kinder & TK students, and after-school on Wed.)
 - 3:10 pm - 6:00 pm (for AM Kinder & TK students, and after-school)

CONTACT US/COMMUNICATION

DKK Office Phone Number and Email:

530-220-4731

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

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC (EFFECTIVE MARCH 14, 2020 – PRESENT & UNTIL FURTHER NOTICE), SECTIONS OF THIS DOCUMENT WHICH ARE HIGHLIGHTED IN YELLOW MAY NOT APPLY OR BE RELEVANT TO OUR PROGRAM AT THIS TIME. ITEMS HIGHLIGHTED IN BLUE REFER TO FALL 2020 CHANGES.

Summer Camp Phone Number is 530-219-6156

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

****Students are not allowed to use the DKK site phone unless permitted to do so by a DKK staff member.**

Student Personal Device Use/Communication

In alignment with many of our elementary schools' policies regarding personal device use during the school day, students should not access personal devices (cell phones, smart watches, etc.) during DKK. Having a personal device can be a liability for your student, family, as well as our program if said device is lost, stolen, damaged, and/or used improperly/inappropriately during DKK. If a student is using a personal device other than for the purposes of Distance Learning during DKK, site staff will ask the child to put the device away. In the event of an emergency and/or if a critical message needs to be conveyed to a student regarding pick-up/after school plans, the Site Director will convey the message and/or place a call on behalf of your student. If a student refuses to comply with staff requests to store a device, staff may ask to hold onto the device until the student leaves DKK for the day.

While staff will discourage misuse/mistreatment of any device, DKK is not responsible for damage to any school issued or personal devices brought from home. It is the responsibility of the family to contact the school for a repair or replacement in the case that a Chromebook or other school-issued device is damaged and affects the student's ability to access their classroom/teacher/learning.

Staffing and Training

Davis Kids Klub offers children and families a nurturing and inclusive program (ratio goal is 12:1) 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,

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC (EFFECTIVE MARCH 14, 2020 – PRESENT & UNTIL FURTHER NOTICE), SECTIONS OF THIS DOCUMENT WHICH ARE HIGHLIGHTED IN YELLOW MAY NOT APPLY OR BE RELEVANT TO OUR PROGRAM AT THIS TIME. ITEMS HIGHLIGHTED IN BLUE REFER TO FALL 2020 CHANGES.

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-level 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. During Distance Learning programming (as dictated by DJUSD), DKK will provide Distance Learning support.

DKK Holiday Calendar 2020-2021

- | | |
|--------------------|--------------------------------|
| ● August 26 | First Day of DKK/School |
| ● September 7 | Labor Day Holiday (No DKK) |
| ● November 11 | Veteran's Day Holiday (No DKK) |
| ● November 26 – 27 | Thanksgiving (No DKK) |
| ● December 21 – 25 | Winter Break (No DKK) |
| ● January 1 | New Year's Eve (No DKK) |
| ● January 18 | MLK Jr. Holiday (No DKK) |
| ● February 15 | President's Day (No DKK) |
| ● May 31 | Memorial Day (No DKK) |
| ● June 9 | Last Day of DKK |
| ● June 10 | Last Day of School (No DKK) |

We may offer **CAMP DAYS** (TBD based on enrollment) for a supplemental fee on the following DJUSD/DKK **non-school days**:

- November 13
- November 23-27
- December 30 - 31
- January 2 - 3
- February 22
- March 22-26
- June 12 Day After the Last Day of School (TBD)

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC (EFFECTIVE MARCH 14, 2020 – PRESENT & UNTIL FURTHER NOTICE), SECTIONS OF THIS DOCUMENT WHICH ARE HIGHLIGHTED IN YELLOW MAY NOT APPLY OR BE RELEVANT TO OUR PROGRAM AT THIS TIME. ITEMS HIGHLIGHTED IN BLUE REFER TO FALL 2020 CHANGES.

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 for online sign-up both by email and on our website closer to the actual camp day(s). **Camps may be cancelled 7 - 10 days before the camp day if there is not a minimum number of students enrolled. Those enrolled prior to cancellation will receive a full refund.**

CONFERENCE WEEKS

- November TBA
- March TBA

All DJUSD students (grades 1 - 6) are released at 1:30 pm during 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 summer, 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 programs, 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).

NEW Distance Learning School Year 2020-2021 MONTHLY FEES

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

School Year Contract 8AM-2:45PM ... \$575.00

School Year Contract 8AM-12PM ... \$350.00

School Year Contract 12:30PM-6PM ... \$550.00

After Distance Learning Options: 2:45PM-6PM

5 days/week ... \$250.00

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC (EFFECTIVE MARCH 14, 2020 – PRESENT & UNTIL FURTHER NOTICE), SECTIONS OF THIS DOCUMENT WHICH ARE HIGHLIGHTED IN YELLOW MAY NOT APPLY OR BE RELEVANT TO OUR PROGRAM AT THIS TIME. ITEMS HIGHLIGHTED IN BLUE REFER TO FALL 2020 CHANGES.

4 days/week ... \$230.00
3 days/week ... \$199.00
2 days/week ... \$140.00
1 days/week ... \$100.00

Drop In Options – FEES PER DAY

Morning Only 8AM-12:30PM ... \$39.00
Afternoon Only 12:30-6PM ... \$39.00
Full Day 8AM-6PM ... \$59.00

AFTER-SCHOOL 2020-2021 MONTHLY FEES

Family Registration ... \$99 (one-time fee per school year)
5 days/week ... \$299
4 days/week ... \$280
3 days/week ... \$249
2 days/week ... \$189
1 day/week ... \$129
1 day/week (Wednesday only) ... \$153
Sibling Club (2:35pm-3:05pm) ... \$46

AFTER-SCHOOL 2020-2021 DAILY DROP-IN FEES

Monday, Tuesday, Thursday or Friday ... \$35 per day
Wednesday ... \$40 per day

SUMMER CAMP 2020 WEEKLY FEES

Family Registration ... \$50
All Day (8am-6pm) ... \$229
Half Day AM (8am-1pm) ... \$159
Half Day PM (1pm-6pm) ... \$159

SUMMER CAMP 2020 DAILY DROP-IN FEES

Full Day (8am-6pm) ... \$59
Half Day AM or PM ... \$39

NOTE:

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC (EFFECTIVE MARCH 14, 2020 – PRESENT & UNTIL FURTHER NOTICE), SECTIONS OF THIS DOCUMENT WHICH ARE HIGHLIGHTED IN YELLOW MAY NOT APPLY OR BE RELEVANT TO OUR PROGRAM AT THIS TIME. ITEMS HIGHLIGHTED IN BLUE REFER TO FALL 2020 CHANGES.

- **Daily drop-ins** are available at our website. 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 website. Additionally, closed sites may not accept drop-ins. *Please recognize that we staff according to student ratios and enrollment, so a drop-in may not be accommodated due to space, staffing, etc.*
- **Wait List:** In the event that there is high enrollment at a site (too many students for the space we are designated at a site, and/or not enough staff to maintain safe ratios), then that particular site will close and a wait list will be started. Parents can email the DKK Office (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 does 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 (25th of the previous month through the 5th of the current month). **NOTE:** If a payment is missed by the last day of the payment window (5th of the current month), then the student is not allowed to attend DKK as of the 6th.
- 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**. We recognize that circumstances and family needs change, however we staff according to student enrollment and ratios, so 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 addresses, authorized parties for pick-up, special needs/allergies, etc.). Changes to personal account information can be made directly online or submitted to office@daviskidsklub.com.

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC (EFFECTIVE MARCH 14, 2020 – PRESENT & UNTIL FURTHER NOTICE), SECTIONS OF THIS DOCUMENT WHICH ARE HIGHLIGHTED IN YELLOW MAY NOT APPLY OR BE RELEVANT TO OUR PROGRAM AT THIS TIME. ITEMS HIGHLIGHTED IN BLUE REFER TO FALL 2020 CHANGES.

REFUNDS/CREDITS

- Effective May 31st, the COVID-19 refund for March 16th- 31st, 2020 will only be available as a credit. This credit can be used with DKK anytime in the future. Credits will not expire. Contact the office for more information.
- No reduction in fees for the DKK holidays (see Non-School Days page) or mandated closure by the State of California or County of Yolo.
- 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, vacation time, camp days, and summer camp.
- No credit is given for Sibling Club during Conference Weeks.
- **Summer Camp 2020 Cancellation Policy (Effective 5/9/2020)**
 - Drop-in days (both whole and half-days) are non-refundable, non-changeable and non-transferable once paid and reserved.
 - If you have registered by the week:
 - You must notify our office of your cancellation request 30 days prior to the reserved week. With 30 days' notice, our office will issue you a refund, less the standard \$39 change fee.
 - If your cancellation request is less than 30 days ahead of the start date, 50% of the weekly fee is refundable, and a \$39 change fee is applicable.
 - Please contact the office by phone or email for any questions or concerns regarding cancellations and/or refunds:
office@daviskidslub.com or (530) 220-4731

LATE PICK-UP/EARLY DROP-OFF

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

- 1-15 minutes late: \$15/child
- 15-30 minutes late: \$30/child
- After 30 minutes: \$50/child plus \$1/child for every minute after 30 minutes late
- Sibling Club is also subject to late charges at the same rates as above.

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC (EFFECTIVE MARCH 14, 2020 – PRESENT & UNTIL FURTHER NOTICE), SECTIONS OF THIS DOCUMENT WHICH ARE HIGHLIGHTED IN YELLOW MAY NOT APPLY OR BE RELEVANT TO OUR PROGRAM AT THIS TIME. ITEMS HIGHLIGHTED IN BLUE REFER TO FALL 2020 CHANGES.

If late pick-up/early drop-offs occur more than three times, your child(ren) may be dropped from the program with no refund.

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

CANCELLATION POLICY

Davis Kids Klub has the right to cancel a program due to low enrollment and/or other unexpected issues that may arise.

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 monthly 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. Should one parent default on payment, service to the child will be stopped until the tuition payments resume.

FEE SUBSIDY/SCHOLARSHIPS

If you are eligible for a 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 you are granted a scholarship, recipients are still required to register and abide by all DKK Waivers & Agreements.
- If you default on payment and do not contact the DKK office to arrange a payment plan to resolve the default, your scholarship may be jeopardized and your student(s) may be dismissed removed from the program

DJUSD EMPLOYEES

DJUSD employees are eligible for a 20% discount. Please notify the DKK Office via email (office@daviskidsklub.com) if you are a DJUSD employee, and we will

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC (EFFECTIVE MARCH 14, 2020 – PRESENT & UNTIL FURTHER NOTICE), SECTIONS OF THIS DOCUMENT WHICH ARE HIGHLIGHTED IN YELLOW MAY NOT APPLY OR BE RELEVANT TO OUR PROGRAM AT THIS TIME. ITEMS HIGHLIGHTED IN BLUE REFER TO FALL 2020 CHANGES.

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) 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) 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).

- **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.

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC (EFFECTIVE MARCH 14, 2020 – PRESENT & UNTIL FURTHER NOTICE), SECTIONS OF THIS DOCUMENT WHICH ARE HIGHLIGHTED IN YELLOW MAY NOT APPLY OR BE RELEVANT TO OUR PROGRAM AT THIS TIME. ITEMS HIGHLIGHTED IN BLUE REFER TO FALL 2020 CHANGES.

- Davis Kids Klub follows the DJUSD Standards of Student Behavior Code. A copy of these standards is available at your school site for 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. 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 or ask that the office email a copy. Any questions or concerns should be addressed with your Director at that time.
 5. 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.
- **Behavior Incident Reports/Dismissals**

If your child receives 3 behavior incident reports during a school year, your student may be dismissed from the program without a refund of fees. Additionally, a major infraction that compromises the mental or physical safety and well being 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. If your student is dismissed

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC (EFFECTIVE MARCH 14, 2020 – PRESENT & UNTIL FURTHER NOTICE), SECTIONS OF THIS DOCUMENT WHICH ARE HIGHLIGHTED IN YELLOW MAY NOT APPLY OR BE RELEVANT TO OUR PROGRAM AT THIS TIME. ITEMS HIGHLIGHTED IN BLUE REFER TO FALL 2020 CHANGES.

from DKK, that dismissal is permanent and your child will not be allowed to re-enroll in any DKK programs (school year or summer).

- **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.
- Additional “Screen Time” without prior notification: Over the course of the school year, we have noted situations when some additional “screen time” may be warranted (during the longer days of conference week, if a group is displaced from their regular location, emergency smoke or weather situations when we can’t go outside for long periods of time, etc). On occasion and without prior notification to families, our staff may show a 30 – 45 minute educational/G-rated, school-appropriate program. These situations would be rare and may happen just a handful of times over the course of the entire school year, or not at all. But we do want to communicate this additional possibility of screen time to our families.

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC (EFFECTIVE MARCH 14, 2020 – PRESENT & UNTIL FURTHER NOTICE), SECTIONS OF THIS DOCUMENT WHICH ARE HIGHLIGHTED IN YELLOW MAY NOT APPLY OR BE RELEVANT TO OUR PROGRAM AT THIS TIME. ITEMS HIGHLIGHTED IN BLUE REFER TO FALL 2020 CHANGES.

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 4. 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 (limited to a few hand-picked websites) 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 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 your school site for review.

CHECKING IN & 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 approximately 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 HE/SHE WILL 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**

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC (EFFECTIVE MARCH 14, 2020 – PRESENT & UNTIL FURTHER NOTICE), SECTIONS OF THIS DOCUMENT WHICH ARE HIGHLIGHTED IN YELLOW MAY NOT APPLY OR BE RELEVANT TO OUR PROGRAM AT THIS TIME. ITEMS HIGHLIGHTED IN BLUE REFER TO FALL 2020 CHANGES.

RELEASING A CHILD

- A child should only be released to a custodial parent or guardian, or to the designated emergency contact(s) named on the child's registration/account.
- A parent or guardian may grant permission for another adult to pick up the child if permission is given to staff in writing (note or email) or via phone/message. Telephone authorization to release a child to someone who does not usually pick up the child should be in concert with written authorization (email or a handwritten signed note is acceptable) from the custodial parent or legal guardian.
 - It is a parent/guardian's responsibility to call in the authorization to the site phone/Director, and then to follow up that phone call with an email to the DKK office with the same authorization, so we have written confirmation of the designated pick-up person.
- DKK Staff will check that the pick-up person has been authorized in one or more of the following ways:
 - DKK office has notified site staff via text, phone and/or email
 - Prior written/verbal authorization given by parent/guardian (kept on file)
 - Phone message left by parent/guardian on site phone (follow-up via email/signed note)
 - Parent verbally told staff at drop/pick-up regarding a future pick-up (follow-up via email/signed note)
- Any authorized person who is not recognized by DKK staff:
 - Will be asked to provide his/her name
 - The name given must match the name provided by parent/guardian
 - Should provide photo identification such as a driver's license, work or school ID before the child is released.

TELL US MORE ABOUT YOUR CHILD ONLINE

Each school year, we ask that parents **update** (and/or complete if registering for the first time) his/her **child's grade** as well as the **detailed questions about their child and his/her interests and needs**. **In sharing critical health, behavioral,**

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC (EFFECTIVE MARCH 14, 2020 – PRESENT & UNTIL FURTHER NOTICE), SECTIONS OF THIS DOCUMENT WHICH ARE HIGHLIGHTED IN YELLOW MAY NOT APPLY OR BE RELEVANT TO OUR PROGRAM AT THIS TIME. ITEMS HIGHLIGHTED IN BLUE REFER TO FALL 2020 CHANGES.

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 provide is kept confidential by DKK staff. On occasion, the DJUSD-DKK Liaison may reach out to another DJUSD employee (principal, teacher, school nurse or counselor, etc.) to make a general inquiry about your student in an effort to align support and care, and to better understand and meet the needs of your child. **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).

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;

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC (EFFECTIVE MARCH 14, 2020 – PRESENT & UNTIL FURTHER NOTICE), SECTIONS OF THIS DOCUMENT WHICH ARE HIGHLIGHTED IN YELLOW MAY NOT APPLY OR BE RELEVANT TO OUR PROGRAM AT THIS TIME. ITEMS HIGHLIGHTED IN BLUE REFER TO FALL 2020 CHANGES.

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.

PLEASE NOTE THAT DUE TO THE COVID-19 PANDEMIC (EFFECTIVE MARCH 14, 2020 – PRESENT & UNTIL FURTHER NOTICE), SECTIONS OF THIS DOCUMENT WHICH ARE HIGHLIGHTED IN YELLOW MAY NOT APPLY OR BE RELEVANT TO OUR PROGRAM AT THIS TIME. ITEMS HIGHLIGHTED IN BLUE REFER TO FALL 2020 CHANGES.

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 mission of DKK. 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).**