



## **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. DKK offers safe, structured fun in a recreational environment that supports academic, social and emotional growth. The daily schedule and programming include time for homework tutoring, 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 robotics, coding, chess, theater, as well as a number of other exciting and engaging activities for students.

Davis Kids Klub offers children and families a nurturing and inclusive program staffed with experienced directors and assistants. DKK hires licensed teachers, school district paraprofessionals, and other qualified individuals to serve as a part of the Davis Kids Klub team. 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. In addition, staff has had program specific training in classroom management, conflict resolution and emergency action plans and procedures. Staff is diligent in maintaining a positive, safe, and clean environment where children learn, play, have fun and thrive.



## **Staffing and Training**

DKK employs well qualified recreation leaders who participate in ongoing training in classroom management, conflict resolution, emergency procedures and curriculum execution. Ratios of leaders to students is approximately 11:1. All leaders are fingerprinted, have cleared TB tests and reference checks upon hiring. Most of the DKK leaders 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.



## **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 ([daviskidsklub@aol.com](mailto:daviskidsklub@aol.com)).

Davis Kids Klub utilizes the DJUSD Standards of Student Behavior Code for all programs. A copy of these standards is available at site for your review.

If a child receives 3 behavior incident reports in a year, the child may be dropped from the program without a refund of fees.

### **OUR EXPECTATIONS:**

- \*Our goal is for everyone to be happy, safe, and have fun.
- \* Cooperate with friends and recreation leaders.
- \*Be courteous and polite at all times.
- \*If a child(ren) has a concern, they should bring it to the attention of the DKK Director or a recreation leader IMMEDIATELY.
- \*Be respectful.
- \*Play fair.
- \*Be helpful.
- \*Follow all safety rules.

### **NOTE:**

- 1) Time-outs will be issued if students do not follow expectations/rules.
- 2) Incident/Accident Reports will be issued if any safety/expectation rules are broken, if any injuries occur or if time-outs are issued.
- 3) Incident/Accident Reports are not sent home. Parents are welcome to take a picture of the report at pick up time. A full discussion is available with the Director at that time.



## **Financial 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 ([daviskidsklub@aol.com](mailto:daviskidsklub@aol.com)).

### **SUMMER CAMP 2018 WEEKLY FEES**

Family Registration ... \$50  
All Day (8am-6pm) ... \$229  
Half Day AM (8am-1pm) ... \$125  
Half Day PM (1pm-6pm) ... \$125

### **SUMMER CAMP 2018 DAILY DROP-IN FEES**

Full Day (8am-6pm) ... \$55  
Half Day AM or PM ... \$35

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### **AFTER-SCHOOL 2018-2019 MONTHLY FEES**

Family Registration ... \$99 (one-time fee per school year)  
5 days/week ... \$290  
4 days/week ... \$267  
3 days/week ... \$236  
2 days/week ... \$177  
1 day/week ... \$118  
1 day/week (Wednesday only) ... \$139  
Sibling Club (2:35pm-3:05pm) ... \$43

### **AFTER-SCHOOL 2018-2019 DAILY DROP-IN FEES**

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

**\*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.



*Please be aware that if you enroll in a program after 8pm the day before the start date, you will be automatically charged a \$15 late fee. (ie. For Weekly Programs, sign-up must be entered by 8pm Sunday. For Drop-In Days, sign-up must be entered by 8pm the day before.) Thank you for understanding. We are doing our best to staff each program accordingly to fit the needs students.*

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## **Trans Kindergarten and Kindergarten Programming at Pioneer Elementary**

An age-appropriate play- based program for afternoon kindergarteners and Trans Kindergarteners is available at Pioneer and open to all trans kindergarteners and Kindergarteners in the Davis Joint Unified School District. The program is located in room D-29 at Pioneer.

The program is staffed by qualified leaders who guide students through playtime, snack and lunch times, bathroom breaks and outdoor play time and escorts them to and from their school classrooms.

### **Program time options:**

8am-1150am (before PM K & TK)

11: 35- 315pm (for AM K & TK students)

3: 15pm-6pm (for after PM K & TK students)

11:35-6pm (for AM K & TK students and after-school on Wednesday)

### **Wait List**

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

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## **IMPORTANT PAYMENT INFORMATION**

**Our preferred payment method is online through our DKK website.**

- 1) All parents are enrolled for auto-pay. It will automatically charge your account every month via credit card or bank account.
- 2) **Please be rest assured that DKK will respect your privacy and will NOT store any of your credit card information.**
- 3) You choose your auto pay date (25<sup>th</sup> of the previous month through the 5<sup>th</sup> of the current month)



# DAVIS KIDS KLUB

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>.

**Auto-pay remains in effect unless you change it online at our website.**

## **TO CHANGE YOUR PREFERENCES:**

- 1) Any change will be charged a \$49 fee.
  - A) We request 30 days notice for changes.
- 2) No reduction in fees for the DKK holidays. (see Non-School Days page)
- 3) August and June monthly fees are automatically pro-rated for short months.
- 4) Summer fees are paid weekly. Auto pay does not apply to summer.
- 5) Fees are non-refundable and non-transferable due to student absences, student illness and vacation time.

NOTE: Payment of dues by check, whether monthly or at a different interval, is at the discretion of the DKK Office.

**Contact the DKK Office at [daviskidsklub@aol.com](mailto:daviskidsklub@aol.com) or (530)220-4731 for any questions, comments or concerns.**

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## **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 to summer camp 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 low cost of Davis Kids Klub, no discounts are given for additional children.

**FEE SUBSIDY:**

If you wish to request a scholarship and are eligible for low income subsidy and qualify for DJUSD free/reduced lunch, please call the DKK Main Office to discuss scholarship/subsidy opportunities. (530-220-4731, [daviskidsklub@aol.com](mailto:daviskidsklub@aol.com))

\*DJUSD Employees are eligible for a 20% discount. Please notify the DKK Office via email ([daviskidsklub@aol.com](mailto:daviskidsklub@aol.com)) if you are a DJUSD employee and we will apply your discount. Please be aware this discount applies to fees only and not registration.

**SCHOLARSHIP/SUBSIDY RECIPIENTS:**

Families who enroll under this program receive a separate contract for fees. Recipients are still required to register and abide by all DKK Waivers & Agreements. Fees for scholarships/subsidies will be invoiced to parents and are due within 24 hours of receipt. Failure to make payment will result in late fees \$5/day and student may be removed from the program if parents do not contact the DKK Office for a payment plan.

**RECEIPTS:**

Receipts are provided after each online payment is made.

If a signature is needed, please scan/email the DKK Main Office ([daviskidsklub@aol.com](mailto:daviskidsklub@aol.com)) and your receipt will be signed and returned within 3 business days. If an original signature is needed, site directors can sign your receipt.

**MAKE A CHANGE TO YOUR CONTRACT AT ANYTIME:**

\*If you need to make a change in days attending, you can do this anytime on the DKK website. A \$49 processing fee will apply.

\*Credit or refunds are not available for days students are absent.



**NOTE:**

Davis Kids Klub has the ability to change any and all terms and conditions in this registration packet with 30 days notice. Notice will be emailed to the primary email address you provide at the time of registration.

**Davis Kids Klub tax id # is 03-0451515**

**Parent/Guardian Contract**

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

The Davis Kids Klub Parent/Guardian Contract is to ensure that parents understand their rights and responsibilities as they apply to their child(ren) attending the program.

Additionally, this contract advises parents of the DKK program goals and guidelines. Please read through each item before signing.

\*If you need to contact us, email us at [daviskidsklub@aol.com](mailto:daviskidsklub@aol.com) or call 530-220-4731 between the hours of 10am and 4pm.

**SCHOOL YEAR CONTACTS:**

\*Your DKK Site Director can be contacted during DKK hours.

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

Willett 530-220-4735

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

\*Summer Camp Enrichment include: math and language arts activities, Chromebook programs, visits to the Davis Library for Summer Reading Incentive





Program, art projects, STEAM projects, field trips, outdoor physical fitness/games, and swimming at Community Pool. (*Summer Camp*)

Davis Kids Klub is a drop-in recreational-style program. It does not offer licensed care or supervision that a daycare center provides. DKK camp days do offer structured educational activities.

\*DKK Summer Camp is open June 11<sup>th</sup>-August 24<sup>th</sup> 8am-6pm.

\*DKK Summer Camp is closed Wednesday, July 4<sup>th</sup>.

\*DKK After-School Program is open according to the DJUSD School Year Calendar with optional camp days on school closed days.

- Movies may be shown at DKK on a Friday at the end of each month as a group reward for positive behavior. Movies are 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. Movies are shown in their 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 the week of the movie with the title and 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.

Parents/Guardians are responsible for updating student's personal information when it changes. (ie. Telephone numbers, email address, authorized parties for pick-up). Changes can be submitted to [daviskidsklub@aol.com](mailto:daviskidsklub@aol.com).

**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.**



### **PARENT ALERT EMAIL SYSTEM:**

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.

\*NOTE: Site Directors check students in and out electronically on an iPad.

**IT IS THE PARENT'S RESPONSIBILITY TO CALL THEIR SITE DIRECTOR IF THEIR STUDENT WILL BE ABSENT FROM DKK ON ANY GIVEN DAY BY 1PM THE DAY THEY ARE ABSENT. (SEE PHONE NUMBERS ON PREVIOUS PAGE).**

**\*DAVIS KIDS KLUB WILL NOT CALL PARENTS.**

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.

**Parents are responsible for sharing the site phone number with all family members and caregivers of the student. Absent phone calls and emails are the parent's responsibility. DKK appreciates your call each day your student is absent by 8am (Summer Camp) or 2pm (School Year).**

\*NOTE: Students are not allowed to use the DKK Site Phone Number to call or talk to parents.

\*DKK Site Directors will make phone calls to parents in case of emergencies.

\*Students are not allowed to have personal cell phone turned on 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.

### **Parent Communication Forms**



Each new family will be given a Parent Communication Form to tell their director more about their child. In an effort to better meet the needs of your child, and to help him/her be socially, academically and behaviorally successful in our after-school program, please help us get to know your child better by turning in your form ASAP when you enroll. Forms are available at each site and can be requested via e-mail ( [daviskidsklub@aol.com](mailto:daviskidsklub@aol.com))

\*NOTE: The information you supply is kept confidential by DKK staff.

### **DIVORCED/SEPARATION SITUATIONS:**

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 \$50 of the second registration fee by email ( [daviskidsklub@aol.com](mailto:daviskidsklub@aol.com)). Should one parent default on payment, service to the child will be stopped until the tuition payments resume.



### **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 ([daviskidsklub@aol.com](mailto:daviskidsklub@aol.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 \(daviskidsklub@aol.com\).](mailto:daviskidsklub@aol.com)

## **DKK Holiday Calendar 2018-2019**

- **First Day of School Wednesday, August 29; DKK opens at 1:30PM**
- **Last Day of DKK Wednesday, June 12**
- **Last Day of School Thursday, June 13**

**CAMP DAYS will be available for the following DJUSD non-school days:**

- November 5, 19, 20
- January 2, 3, 4
- January 21
- February 11
- March 25-29
- June 13 **Last Day of School (TBA)**
- June 14 **Day After Last Day of**

**School (TBA)** 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 emailed one month ahead of our camps for online sign-ups.





**Note:** Camps may be cancelled the week before if there are not a minimum number of students enrolled. Those enrolled prior to cancellation will receive a full refund.

## **CONFERENCE WEEK**

All DJUSD Elementary School Students will be released at 1:30pm during both conference weeks. DKK will run from 1:30pm-6:00pm everyday during these weeks. There will be NO SIBLING CLUB during these weeks.

- November 13-16
- March 18-22

**Davis Kids Klub is closed on the following non-school days:**

- September 3 (Labor Day)
- November 12 (Veterans Day)
- November 22-23 (Thanksgiving)
- December 24-31 (Christmas Break)
- January 1 (New Year's Day)
- February 18 (Presidents Day)
- May 27 (Memorial Day)