



Children's Center



Center Handbook

Our ultimate mission is to meet the needs of all children and families served through daily communication with parents and school officials. Kids' Club Children's Center Staff put the safety and well being of the children as first priority by providing a well-rounded and nurturing environment.



Morro Bay Recreation Services
1001 Kennedy Way - (805) 772-6278

The Center Handbook is your complete guide to Kids' Club Children's Center. Included in the handbook are important guidelines, reminders, and information about programs. We hope the handbook will clear up any ambiguities and make families feel welcome and comfortable at Kids' Club Children's Center.

ABSENSES, RECEIPTS & REFUNDS:

Credits, transfers, or refunds will not be issued for missed days. Refunds will only be offered if the entire session will be missed (spot will not be saved) AND if the parent makes the request 10 days prior to not attending. Additionally, a 20% processing fee will be deducted. Please allow 3 or more weeks for the refund request to be processed. Morro Bay Recreation Services will issue receipts to parents when payment is received. It is the parents' responsibility to save receipts for tax purposes. Morro Bay Recreation Services does not look up payment records for parents. **Kids' Club's (City of Morro Bay) tax ID # is 95-2308629.**

ATTENDANCE:

A child who misses school due to illness or suspension may not attend Kids' Club on any of those missed days. A child who is not feeling 100% well, but will not put other children at risk of infection may attend Kids' Club. However, any child with a fever, vomiting, or any symptoms that may infect will not be permitted and should not return to Kids' Club until they have been symptom free for 24 hours. In the case of a child who gets sick at Kids' Club, a parent/guardian will be called immediately to pick up their child.

AUTHORIZED PICK UPS:

Children will be released to **only** the following individuals: (1) the person(s) responsible for the child(ren) as listed on the Identification and Emergency Information form and (2) the person(s) listed on the Identification and Emergency Information form under "Names of Persons Authorized to Take Child From the Facility". Parents, guardians, family members, and any other person(s) authorized to pick-up a child will be asked to show picture identification. If a photo I.D. is not presented to staff, the child WILL NOT be released and the local authorities will be notified if needed. This is for the safety and welfare of all children. We must have written permission for persons not listed as the person responsible for the child or not listed on the authorized pick-up list to take children from the center. This written permission must contain the person's name and date they will pick-up the child. Written permission must be received prior to the pick-up. Written permission must be handed to staff by the parent/guardian. Even if a person is listed on the Identification and Emergency Information form under "Additional Persons Who May Be Called in an Emergency," written permission is STILL required for these individuals. We do not take phone authorization.

CHILD ABUSE:

By law, each person working at Kids' Club Children's Center is a Mandated Child Abuse Reporter, meaning any *suspected* child maltreatment will be reported to the appropriate authorities immediately. Parents/guardians under the influence of a controlled substance when attempting to pick up a child will be asked to make other pick up arrangements. If the parent/guardian refuses, the parent will be reported to the local authorities immediately.

CREEK PLAY:

All natural creeks are subject to agricultural run-off. When we go to Del Mar Park, we may allow

the children to play in the creek. As a precaution against any microbes, we do apply sanitizer to hands and feet after creek play. If you prefer that your child not participate in creek play, please notify the Director. We will do our best to keep your child out of the creek; however, it is ultimately your child's responsibility.

DRESS:

Children should wear comfortable play clothing. While we try to provide children with smocks for potentially messy activities, we ask children to wear "play" clothes, as well as, closed toe shoes. This is a safety precaution, as many shoes are not made for running/playing and children may slip and fall more easily. Children who do not wear closed toe shoes may be limited on activities to ensure their safety.

FIELD TRIPS:

On a scheduled field trip day, all children attending Kids' Club will go on the excursion. There will be no staff left at the center during field trip times. Kids' Club staff will do their best to communicate with parents regarding field trip dates and times. There will be signs posted at the center. However, it is ultimately the parents' responsibility to know the dates and times of the field trips. All children going on field trips must travel to and from the destination with Kids' Club. **Parents are not allowed to pick-up or drop-off their child from a field trip destination.** This is for the safety of all children.

FOOD:

So that your child(ren) starts the day off happy and healthy, we ask that children either eat breakfast before attending Kids' Club morning care, or bring some breakfast items that they can eat at Kids' Club in the morning. Kids' Club does not provide lunch for the Kinder Kids program. Gum, candy, soda, and fast food are prohibited at Kids' Club. If these items are sent to Kids' Club, they will be kept in the child's cubby and returned home at the end of the day. Please do not send items that need to be refrigerated, as space is limited. A nutritious snack is provided for all children receiving after school care. Please remember these are snacks, not meals.

GUIDANCE POLICY:

Kids' Club Children's Center staff aim to provide the best experience for each and every child attending the center. Our philosophy is to encourage, guide, and promote a positive and enriching environment for all. We believe that with a well rounded, nurturing environment, children will be happier and more apt to follow the examples that are set for them. Children are offered many choices throughout the day, and with these choices sometimes come natural and/or logical consequences. If a child does exhibit behaviors that are out of bounds, staff will remind the child of the guidelines, redirect them into another activity, and talk with them about their behavior. Each child and each behavior warrants individual action, however, our goal is to set examples of positive communication skills in dealing with peers and how to use conflict resolution skills in everyday situations. Parents will be notified of any occurrences during the day, and parent feedback and support is essential to any behavior issue. If an incident occurs that compromises other participants' or staff safety, a conference may be necessary, possibly a behavior contract, and in extreme situations a child may be dismissed from the program.

INCENTIVE PROGRAM:

Kids' Club offers an incentive program that helps guide and reinforces positive behaviors. Through this program, children are rewarded for positive actions and attitudes by being offered special excursions, visitors, and events. It is important that parents take notice and support this program.

KINDER KIDS PROGRAM:

Kinder Kids is a specific program designed for Transitional Kindergarten and Kindergarten students taking place after they are released from class until 2:30 p.m. (M-F). While Kids' Club is a "play" environment, we also encourage learning and discovery. Therefore we have a specially designed Kinder Kids Curriculum that is based upon themes that foster learning, community awareness, communication, and social skills. Kinder Kids also follows a daily schedule that includes group times, activity centers, and play. Each day at 2:30 p.m., the Kinder Kids program combines into Kids' Club with the other elementary students. Kids' Club also follows a daily schedule that allows for plenty of discovery and play along with homework time, group games, and planned indoor and outdoor activities.

LATE FEES:

Parents arriving after 6:05 p.m. (or 2:35 p.m. if only enrolled in the Kinder Kids program) according to the on-site clock will be charged a late fee of \$2.00 for every minute after the required pick-up time, which will be due at the time of pick-up. Once a parent is more than 15 minutes late, staff will call the people on the emergency pick-up list. If more than 30 minutes pass and there has been no contact from the parent or the people on the emergency list, Morro Bay Police Department will be called and asked to pick-up the child. Kids' Club staff realizes that emergencies do happen, and if you run into trouble and know you will be late, please call and let us know.

LICE POLICY:

Due to the extremely contagious nature of the new resistant strain of lice, Kids' Club Children's Center has a No Lice, No Nits policy. This means that any child attending the center may not have lice or nits in their hair (even if they have been treated.) Because only a medical professional can determine if the nits are active or not, we do not allow children with nits to attend the center. If staff finds anything that resembles lice or lice nits in a child's hair, for the health of all children and staff, the child's parent will be called, and the child must be picked up immediately. The child then may not return until they have been properly treated for lice and all the lice and nits have been removed. Furthermore, if a child has been sent home from school with lice, they may not attend Kids' Club until properly treated and all lice and nits have been removed.

MEDICATION:

If your child needs to take medication while at Kids' Club, please follow these instructions:

1. Obtain a Centrally Stored Medication and Destruction Record (LIC 622) from the Kids' Club Director. This form must be filled out and kept on file according to State Licensing Law.
2. Prescription medication only. Over-the-counter medication is permitted only when accompanied by a note from the child's doctor.
3. A note from the parent or guardian stating that the child has permission to take medication while at Kids' Club must be on file. This note must also state the dosage to be given and at what time. Children must be able to take the medication by themselves.
4. Medication must be in the original bottle.
5. The medication label on the bottle must include: child's name, dosage, administration instructions, doctor's name and phone number, and issuance date.
6. It is the parent's or child's responsibility to inform Kids' Club staff of time the medication is to be taken.

*The child will not be permitted to take the medication if all of the above guidelines are not followed.

PARENT/GUARDIAN INVOLVEMENT:

Parents are encouraged to visit Kids' Club at anytime. Since we will spend much time with your child(ren) over the school year, and it is our goal to try to meet the individual needs of each child and family, we ask that you communicate with Kids' Club staff on a daily basis. We will speak with you each day to let you know how your child(ren)'s day went, any challenges your child(ren) encountered, and of course the many achievements we witnessed. We ask that you also share with us anything that might affect your child(ren)'s behavior or mood, such as: staying up late the night before, not feeling well, family separation, taking medication, or any other circumstances. This will help staff in meeting your child's individual needs. If you have a comment, concern, or feedback, we would like to hear from you. Please contact the Director or call the Youth Services Division at 772-6279.

PAYMENTS:

Payment can be made at the center (checks or money orders only), at the Morro Bay Recreation Services Office (cash, checks, or money orders) during normal business hours (M-F, 8 a.m.-5 p.m.), or credit card payments may be made on-line at <https://apm.activecommunities.com/morrobay>

PHONE NUMBERS:

The phone number for Del Mar Kids' Club Children's Center is 771-8453. The Morro Bay Recreation Services Office phone number is 772-6278.

PROGRAM INFORMATION:

Kids' Club Children's Center is licensed by the State of California, Community Care Licensing Division. Kids' Club Children's Center is located at Del Mar Elementary, 501 Sequoia, Morro Bay, room #J25. The Center is open Monday through Friday from 7am to 6pm allowing for care during all release times, including Transitional Kindergarten and Kindergarten. The Center is closed during all school holidays and breaks.

REGISTRATION:

Because Kids' Club Children's Center is a licensed facility, specific paperwork must be completed **each year** before children may attend. A registration fee and tuition must also be paid prior to attending the center. Families receiving a scholarship from the Morro Bay Community Foundation must pay the registration fee and pay a reduced tuition. Furthermore, if an agency will be paying for care (subsidized care) a contract stating which agency will be paying for the care and how the agency is to be billed must be presented before care can be provided. Until a contract from the agency is made, parents/guardians will be responsible for the entire tuition amount. Subsidized care recipients must also pay the registration fee at the time of registration.

SIGN-IN AND OUT PROCEDURES:

Parents/guardians need to physically sign their child(ren) in during morning care hours and out during after school care hours (Kids' Club staff will sign children out before school and sign them in after school.) Licensing mandates that parents/guardians sign their child in and out using their full signature (first and last name.) Please walk with your child into the Kids' Club room to ensure they are signed in properly as well as walking in to Kids' Club to pick them up. Staff will inform parents/guardians of any changes in field trips, activities, schedules, or children's behavior throughout the school year, therefore, it is essential that parents take the time to walk in and out with their child(ren.) If parents need their child(ren) to occasionally sign themselves in or out, written authorization must be on file at Kids' Club. Please speak to the Director for further instruction.

STAFF QUALIFICATIONS:

California State Licensing requires:

*A teacher must have twelve units of Early Childhood Education, plus six months of experience.

*A Head Teacher must have twelve units of Early Childhood Education plus three Administrative units and two years experience.

*A Director must have four years experience, twelve units of Early Childhood Education plus three Administrative units.

However, Kids' Club Children's Center Staff exceed these qualifications with an abundance of experience as well as education. All Kids' Club staff's first priority is the safety and well-being of the children.

TOYS FROM HOME:

Kids' Club Children's Center does not allow children to bring toys from home. Any toys brought from home must remain in the child's cubby or held by staff until the parent arrives. Toys from home can create problems for the child as well as their playmates. The center provides a variety of fun and interesting toys, games, and materials for the children to enjoy.

TUITION:

Tuition is due by the 15th of each month for the following session. If the 15th falls on a holiday, Saturday or Sunday, tuition will be due on the closest business day. Payments made after the due date will be charged an additional \$50.00 late fee that will not count towards tuition. If tuition payment is not received by the last day of the session, your spot will not be held and potentially will be given to the first person on the waiting list. It is the parent/guardian responsibility to know when tuition is due and families will not receive official reminders, notices, or bills. Kids' Club will be closed on all school holidays, breaks, and teacher workdays.