**Dorris Dann Kids Campus - EXPANDED LEARNING PROGRAM**

**OFFICE COPY**

1. **YOUTH PROGRAM POLICIES AND PROCEDURES PARENT HANDBOOK –**

I have received a copy of the “Parent Handbook” from the Kids Campus Staff. I will read and furthermore discuss the information it contains with my child/ren. I understand that failure to comply with set policies and procedures will result in my child/rens dismissal from the program. **\_\_\_\_\_\_ *Parent’s Initials***

1. **STUDENT INFORMATION RELEASE CONSENT Permission to Access School Records and information.**

I give permission to **DORRIS DANN KIDS CAMPUS** to access my child/rens’ report card/s or other school information if needed.

***Note to school officials and parents:*** *The information contained in any child’s school records will be used only to assist in an educational plan, assess scholastic progress, gauge overall progress, and assess program effectiveness. All information will be treated as confidential and stored in a secure manner. The Kids Campus has an affiliated agreement between the El Monte City School District to provide after school services for your children.* **\_\_\_\_\_\_ *Parent’s Initials***

1. **COVID -19** **In some situations, we may have additional or precautions including** Parents/guardians will sign off indicating that: Neither their child nor anyone in their household has experienced any symptoms of COVID-19 in the last 14 days nor have they encounter anyone who has been a confirmed case of COVID-19

**Stay home if sick.** Instead of 48 hours, we may require sick individuals to be symptom-free 72 hours before returning to program.

**\_\_\_\_\_\_ *Parent’s Initials***

1. **“SIGN-OUT RELEASE FORM” (*6TH -8TH Grade students who walk home, due to no means of transportation, will be included in the Dark 30, all others will be dismissed at dismissal time between 5:50pm to 6:00pm*)- I, parent/legal guardian of the below mentioned child/children give my child/children permission to walk home. I am not able to provide transportation home for my child(ren) or (it is difficult for me to be at KCYC at dismissal** or **our family schedule makes it difficult for my son/daughter to be picked up by the dismissal time)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Participants Name** | **Grade** | **REASON SIGNING SELF OUT** | **DAYS/ transportation**  |
|  |  |  | **M T W TH F** **walk bus other\_\_\_\_** |
|  |  |  | **M T W TH F** **walk bus other\_\_\_\_** |
|  |  |  | **M T W TH F** **walk bus other\_\_\_\_** |

**Students 6th-8thth grade only**; I give my child authorization to sign themselves out at the end of program from **5:50-6:00pm** and not any earlier. **EXCEPT DURING DAYLIGHT SAVINGS TIME “DARK 30” for those what do not have transportation** I understand that this is ideally only for students who have no reasonable means of **transportation and walk home at the end of program if the student is picked up they will be taken off the Dark 30**. I further understand that my child/children may only leave earlier (before the end of program) so long as a parent, sibling (18 years old or older), or appointed person on the Emergency contact form signs them out with the front desk/lobby. I understand that the Kids Campus Youth Center and its staff is not responsible for my child’s health and safety after they have physically signed themselves out at the end of program. **I hereby give permission for the program staff to sign-out my son/daughter from the program on the above dates and times when he/she is walking home**.

  **\_\_\_\_\_\_ *Parent’s Initials***

1. **PRIORITY IS GIVEN TO THOSE STUDENTS THAT PARTICPATE IN THE FULL PROGRAM. THE FULL PROGRAM ENDS AT 6PM. California Education Code Section 8432(a) states that: It is the intent of the Legislature that pupils participate in the full day of the program every day which pupils participate**. Priority is given to all students who participate the full program 5 days a week. Please do not come early for your child unless an unusual and important emergency exists.  **If a pattern of not** **completing the full program hours persists your child/children may be dropped from the program**. ***WAIVED DURING COVID-19***

 ***\*Priority is given to those participants who attend the complete program***

 **\_\_\_\_\_\_\_\_ *Parent’s Initials***

**6. RELEASE FOR PERMISSION for your child TO PARTICIPATE IN EVALUATION OR SURVEYS FOR GRANTORS, AND FOR PROGRAM IMPROVEMENT I agree □** **I do not agree □** to allow my child/ren to participate in evaluation surveys related to the Kids Campus Program to better the programs that are offered. **\_\_\_\_\_\_\_ *Parent’s Initials***

**7. Mandatory Parent orientation and parent forums. ( ) I agree to attend a parent orientation for the ASES program (ONE TIME PER YEAR) and attend TWO OR MORE Parent Forums and/ or Special Events that will be provided at the Kids Campus Youth Center. Failure to do so will result in your child being dropped from our program.** \_\_\_\_\_\_\_\_***Parent’s Initials***

**8. PHOTOGRAPH, VIDEO, and or MEDIA RELEASE CONSENT FORM**

*From time to time, Our Saviour Center/Kids Campus photographs images of or record activities and people on our site or at sponsored events outside our site. These images may sometimes clearly depict children performing activities such as playing, studying, participating in activities, etc. These pictures may also portray you or other members of your family and may also show your children’s artwork. These recorded images are not meant for commercial distribution and will not be sold without your expressed consent. These images (photographs, videos, recordings, children’s artwork, etc.) may be used for non-commercial marketing purposes to help inform the community, funders and others of our programs and services. When images are used in this manner, your child’s name will NOT be used without your specific permission. By your signature, below, you acknowledge that images of you, your children, and/or your children’s artwork may be used by Our Savior Center/Kids Campus for non-commercial marketing purposes. This release form includes all recorded images (photographs, videos, audio recordings, etc.) taken on any site operated and managed by Our Savior Center, including the Kids Campus and the Cleaver Family Wellness Clinic and includes Center sponsored events outside of our site including field trips, outings, etc.*

***\_\_\_\_\_\_Parent Initial here, if you DO NOT wish to provide a release for identifiable images of your children or their work.  Note that pictures and images that do not clearly identify you or your child may be used without your permission (e.g. pictures that do not show the whole face, etc.).***

 \_\_\_\_\_\_\_\_\_\_ ***Parent’s Initials if you are giving consent***

**9. We are a “Healthy Behaviors Learning Center” and will only provide and allow Healthy and Nutritional food/meals at the DDKC. If your child chooses to bring food, it must be healthy and comply with the after school nutritional guidelines. \*Also, please notify us if your child should become or is allergic to any food items.** \_\_\_\_\_\_\_\_ ***Parent’s Initials***

**10. Cell phones, smart watches and any other communication devices may not be used while on campus. If you feel your child must have a cell phone, it must remain in their backpack, TURNED OFF while at Kids campus during Program. Texting and videotaping are not permitted anytime during the program. Failure to follow these guidelines will result in a behavior write up and confiscation of the phone. The cell phone may be retrieved by the parent at the end of the day. This policy is in effect throughout the entire program. Requests to use the phone or cell phone will be screened and the conversation monitored. Cell phones and all mobile devices shall be TURNED OFF when entering the Kids Campus**

* Cell phones and all mobile devices shall be kept in a student’s backpack or purse – not in clothing pockets
* Cell phones and all mobile devices are not allowed to be used in a classroom, common areas, or restrooms
* Cell phones and all mobile devices can be turned back on at the end of program at dismissal and used to communicate directly with parents/friends who are assisting in transportation
* Cell phones and all mobile devices are not allowed to be used during transition times or between classes
* If a student needs to make an emergency call during the day, they are to come up to the front desk

 \_\_\_\_\_\_\_\_ ***Parent’s Initials***

**11. PARENT CERTIFIES**. **My signature below certifies that I agree and understand the above-mentioned sections for the after school ASES program offered by Kids Campus Youth Center.**

**Parent/Guardian Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_D**ate** \_\_\_\_\_\_**\_\_\_\_\_** \_\_\_***Staff’s Initials***