

RECREATION AND
SAN LEANDRO
 HUMAN SERVICES

Kiddie Kollege Handbook

Thank you for registering your child in the Kiddie Kollege program. Kiddie Kollege is a great place for games, crafts, sports and other recreational activities that are specially designed for young children. The San Leandro Recreation and Human Services Department takes pride in our commitment to provide a specially designed program consisting of safe, healthy, and fun activities for preschool aged children.

Customer Service Locations	
Senior Community Center 13909 E. 14 th Street San Leandro, CA 94578 (510) 577-3462 M-F 8:30-5:00PM	Marina Community Center 15301 Wicks Blvd. San Leandro, CA 94579 (510) 577-6080 M-F 11:30AM-7:00PM Sat 10:00AM-2:00PM

Important Contacts		
Washington Manor Park 14900 Zelma Street San Leandro, CA 94579 (510) 357-5011	Halcyon Park 1245 147 th Avenue San Leandro, CA 94578 (510) 895-2652	Liz Hodgins , Recreation Supervisor II 835 E 14 th Street, Suite 107 San Leandro, CA 94577 Office: (510) 577-3473 Cell: (510) 609-5189 ehodgins@sanleandro.org

Tax ID: 946000-421

**After registering for the first session, you can register online at:
www.SanLeandroRec.org**



WELCOME

Thank you for choosing the City of San Leandro's Kiddie Kollege. While this school year may look and feel a bit different, we remain dedicated to providing a specially designed preschool-aged program that provides a fun and safe environment for our San Leandro community.

Kiddie Kollege will be administered in compliance with the current State and County public health orders and will include numerous protocols to maintain social distancing and other relevant measures to prevent the spread of COVID-19.

This handbook will outline policies and procedures as well as identify additional precautions taken to ensure the health and safety of our community. Our main goal is the health and safety of all participants, staff, and families.

Kiddie Kollege will include experiences, procedures, and protocols that are new to both families and staff. To ensure the best possible experience for your child, we ask that you carefully review this handbook as it contains important information to help you prepare. We ask for your patience and understanding as this new afterschool model is continually evolving and procedures may change as updated guidance and better practices are identified.

Things to Bring to Kiddie Kollege

On the first day of class, please be sure you have completed the emergency information form and parental/guardian agreement via ePACT.

- Closed-toe shoes – absolutely no sandals or Crocs
- Refillable water bottle
- Healthy snack
- Bag or backpack

What NOT to Bring to Kiddie Kollege!

Youth participants should not bring electronics, trading cards, money or toys to Kiddie Kollege. The San Leandro Recreation and Human Services Department, including staff, are NOT responsible for any items that are brought to Kiddie Kollege.

HOLIDAYS & SCHOOL BREAKS

*Please mark your calendars with the following **NO SCHOOL** dates.*

Monday, November 11th (Veteran's Day)

November 22nd - 26th (Fall/Thanksgiving break)

Monday, December 20th - Monday, January 3rd (Winter break)

Monday, January 17th (Martin Luther King Day)

Monday, February 14th (Lincoln's Birthday)

Monday, February 21st (President's Day)

Monday, April 4th – 8th (Spring break)

Kiddie Kollege classes will end on Friday, May 20th.

RECREATION AND SAN LEANDRO HUMAN SERVICES

Kiddie Kollege Program Policies and Rules

Welcome to the City of San Leandro Kiddie Kollege program. Our Kiddie Kollege instructors are dedicated to the development and wellbeing of your child. We will provide your child with compassion, patience, learning opportunities, and fun. Please feel free to let us know of any concerns, ideas, or thoughts that arise at any time. In this way, staff and parents can function as a team that is oriented toward helping children. Kiddie Kollege is a place for families and it is our intent to do everything possible to help strengthen and support your family.

It is our belief that each child is a unique individual with his/her own rate of development. Our goal is to introduce the children to as many positive experiences as possible. Furthermore, it is our goal to ensure that each child feel confident and secure with himself/herself in this environment.

It is our hope that each child's experiences in Kiddie Kollege will foster creativity and self-confidence. Our doors will always be open for discussion and suggestions. As a team, we seek to improve the quality of life for our children.

ACTIVITIES/EVENTS

Kiddie Kollege staff will provide structured and unstructured activities for your child to participate in daily. Staff will encourage children to participate but will not force any child to do anything that they do not want to do. Calendars of activities will be available for your reference.

REGISTRATION

Children must be the correct age at the start of each course. Registration information is as follows:

- Pay with cash/check/or via ActiveNet - each month your payment is due by the 20th or your child will lose their space in the class, (especially for mornings). *Please note, if you register after the beginning of the school year, you will not be charged for the entire school year - just the months your child is coming.*

Registration and payment are due by the 20th of the month prior to the start of each session. If the 20th falls on a Saturday, the Marina Community Center is open for registration from 10:00AM-2:00PM. If the 20th falls on Sunday or a holiday, payment is due the first business day following Sunday or the holiday.

Participants currently enrolled in a session will have registration priority for the following month if they register by the 20th of the previous month. After the 20th of the previous month, registration will be open to new participants.

Months may not be skipped. In order to maintain your child's priority registration status, every month must be registered and paid for by the 20th of the month prior or your child will lose their space in the class.

Course fees are not prorated due to late enrollment, holidays or absences.

FINANCIAL ASSISTANCE

The City of San Leandro offers a Link Program. The purpose of this program is to provide financial assistance to economically disadvantaged families, and recreational opportunities to children in need. Call 510-577-3462 for information.

For families requiring additional financial assistance, there are several 3rd party subsidy payers such as Davis St. Community Resource Center, 4 C's of Alameda County, Childcare Links, Bananas etc. We encourage families to contact these organizations regarding their financial assistance offerings.

SIGN-IN/SIGN-OUT PROCEDURES

In order to ensure the safety of your child, it is **mandatory** that each child be signed in and out daily. Children may not be signed out by anyone under the age of 18. Children must not be dropped off in front of the Kiddie Kollege building.

For the comfort and security of your child, it is imperative that your child be picked up from the program within five minutes of class ending. Parents who pick up a child late more than two times may be terminated from the program.

AUTHORIZATION TO PICK UP CHILD

For the safety and protection of your child, only those who are authorized in writing by the parent will be allowed to pick up your child. **All adults picking up children from Kiddie Kollege may be required to identify themselves with a photo ID.** Please plan accordingly.

ABSENCES

Children will not be refunded or given credit for any class time missed due to illness or other circumstances.

PERSONAL INFORMATION

To ensure safety of all children in Kiddie Kollege we require that the Registration and Emergency Forms be filled out completely and accurately before the child can participate in the program. Inform instructors of any information change.

ILLNESS/INJURY

We want to maintain a healthy environment in Kiddie Kollege. In order to do this please do not send your child to Kiddie Kollege if he/she has a cold or other contagious illness. It is in the better judgment of the instructor to send a child home if he/she feels that the child must be treated; a doctor's note is required upon return to assure the safety of the other children. Please use the following guidelines: your child should be free of fever for 24 hours prior to returning to Kiddie Kollege and all mucus should be clear.

If your child is/or becomes ill while in Kiddie Kollege, the instructor will contact you to pick him/her up. The program is not set up to care for ill children, so it is important for you to tend to your child in a timely manner. If your child is injured, the instructor will take necessary steps to obtain medical care. If we are unable to reach you in the event your child needs medical care, he/she will be transported to the hospital by a city vehicle or ambulance. **It is extremely important that you notify the City of San Leandro of any changes in your work or emergency phone numbers.**

SNACKS

The City of San Leandro Recreation and Human Services Department promotes a healthy and nutritious snack program. This calls for a "team approach" between staff and parents. This program encourages active support from parents by eliminating the "cookie and punch" snack and replacing it with a nutritious snack. The development of positive attitudes towards food is the basis for the practice of healthful dietary patterns.

Some Kiddie Kollege classes may incorporate a snack time into the day. Please note snack is *not* provided. Please adhere to the Snack Guidelines & Recommendations, included in this packet.

EVALUATIONS

Kiddie Kollege evaluations will be provided at the end of each session. This is your opportunity to share you and your child's experience with us. We encourage you to complete and return evaluations as we value and utilize your feedback.

KIDDIE KOLLEGE STAFF

Instructors who work in our programs are at least 18 years of age. All instructors have had some previous experience working with young children and have been First Aid and CPR certified and TB tested. Additionally, all instructors participate in periodic trainings to enhance their skills in working with children.

BELONGINGS

Each child will be given an individual space in which to keep their belongings. Please check this area daily for completed art projects, notes from the instructor, etc. Toys from home are not permitted at Kiddie Kollege unless otherwise noted by your Kiddie Kollege instructor.

VOLUNTEERS

Parents/guardians who wish to volunteer or observe in their child's Kiddie Kollege class more than once MUST be fingerprinted by the San Leandro Police Department, 901 E14th St. You must complete your volunteer fingerprinting form and have a VALID government issued ID. Fingerprinting must be arranged in advance by contacting the Recreation Supervisor. Please call (510) 577-3473 or email ehodgins@sanleandro.org to request a time and fingerprinting form.

Parents/guardians who wish to stay in the classroom on their non-volunteer days for the purpose of observation should be respectful of the classroom environment. Please keep talking to a minimum and encourage your child(ren) to seek help and guidance from the instructors or scheduled volunteers. Also, siblings are NOT permitted to remain in the classroom. Thank you for your understanding.

SIBLINGS IN THE CLASSROOM

For the safety of our paying participants, siblings will NOT be allowed to attend class sessions unless they are enrolled in that class. Additionally, parents who are signed up to volunteer on a particular day may NOT bring siblings to class. Thank you for allowing us to keep our attention on our registered participants.

FIELD TRIPS

Some Kiddie Kollege classes may take field trips to local attractions as part of the program. On field trip days, each child is required to have a parent accompany them on the field trip. Two weeks' notice will be given for field trip days and field trip days will not exceed one field trip per session.

BIRTHDAYS/HOLIDAYS

Some children enjoy celebrating their special day with their friends at Kiddie Kollege and holidays are always fun! While we recognize the importance of honoring your child's birthday and celebrating a diverse array of holidays, we do not allow special treats due to our healthy snack guidelines and food allergies/diet restrictions. Please help us share in the celebrations by letting us know your child's birthdate and we will do our best to help make the day special in another way. Thank you for your understanding.

BEHAVIOR MANAGEMENT POLICY

Objectives:

- The child is to be respectful, courteous and considerate towards children, staff and property.
- The child is to learn to become responsible for him/herself.
- The child is to learn to make positive choices that build self-esteem and skills.

Unacceptable Behaviors:

- Child harms other children or staff.
- Child is harming himself/herself.
- Child causes destruction to property.
- Child is continuously unable to adhere to program guidelines.
- Child is showing extreme disrespect to another child or staff person. This includes racial slurs, profanity and threats.
- Child experiences multiple accidents in programs where potty training is a pre-prerequisite.

General Standards for Positive Guidance:

- Guidance focuses on the expected appropriate behavior, rather than on the negative inappropriate behavior.
- Guidance is a process of teaching, learning, and positive reinforcement.
- Set developmentally appropriate guidelines for children.

NOTE: Any consequences involving physical exercise, writing assignments or the withholding of food, water or restroom privileges will NEVER be tolerated.

Summary: Staff in City preschool programs will use a positive, teaching form of guidance. Staff continually reminds children of program guidelines. Children are redirected to other activities when behavior contradicts the above guidelines. Parents are always kept informed of their child's progress.

When the above steps are ineffective in redirecting a child's behavior, more serious action may be taken. The first step taken will include documenting the behavior on an Incident Report. At this time, if necessary, a parent may be called to pick the child up from the program. If a second incident report is issued within a two week period, the child will be suspended from the program for one day and a conference with the parent, Instructor and Recreation Supervisor will be scheduled before the child can return to the program. If a child receives another incident report with a two-week period, he/she may be terminated from the program for the remainder of the school year.

COVID-19 Related Concerns

Health Screenings

Daily health screenings must be conducted at home every morning prior to dropping off your child at the program. Children and staff with a temperature of 100°F or higher or are exhibiting any of the following symptoms will not be permitted to attend class. Symptoms include; cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, and/or vomiting.

Upon the arrival, parent/guardians will be asked questions related to any symptoms of illness or any chance of exposure. Verbal parent/guardian reports will be recorded by staff before the child is admitted to class.

Throughout the day, if children experience symptoms of illness at any point, the San Leandro Recreation and Human Services Department reserves the right to contact parents/guardians and require immediate pick-up from the program.

Stay home when Sick

Staff and children should stay home when they are sick. If a child or staff member has a new cough or other illness symptoms, they should not come to class even if they have no fever. It is not uncommon for people with COVID-19 to have a cough without fever, especially early in the course of illness.

When It's Safe to Return to Class

Scenario	Requirement
If (1) the child's COVID-19 test is positive OR (2) the child is NOT tested and has NO medical evaluation the child may return after:	<ul style="list-style-type: none"> At least 10 days have passed since symptoms first appeared, AND There have been at least 24 hours with no fever, without the aid of taking medicines to lower the fever, such as acetaminophen (Tylenol) or ibuprofen (Advil or Motrin), AND Other symptoms, such as cough or shortness of breath, are improving.
If a child is NOT tested but has a medical evaluation, they may return before 10 days have passed if:	<ul style="list-style-type: none"> Symptoms have resolved, AND A medical evaluator (a doctor, a nurse practitioner, or a certified physician assistant) provides a letter indicating that (1) an alternative diagnosis has been made and (2) the child's symptoms are NOT due to COVID-19. For privacy reasons, the program is not allowed to require disclosure of the alternative diagnosis.
If the child's COVID-19 test is negative , and the parents or guardians want the child to return to the program before the 10 days of isolation have passed, the child may return if:	<ul style="list-style-type: none"> The child is feeling better (symptoms do not have to be completely resolved), AND There have been at least 24 hours with no fever, without the aid of taking medicines to lower a fever, such as acetaminophen (Tylenol) or ibuprofen (Advil or Motrin), AND The child consults a medical evaluator (a doctor, a nurse practitioner, or a certified physician assistant) to determine the significance of their symptoms. The medical evaluator will need to provide a letter indicating that (1) the child's symptoms are NOT due to COVID-19, AND (2) the COVID-19 test was negative (the program is not allowed to require disclosure of the alternative diagnosis), BUT If it is not possible for the parent or guardian to consult a medical evaluator, they must obtain a COVID-19 negative test result indicating that a molecular test or a PCR was performed.
For children without symptoms, who were excluded because of exposure to an actual or possible COVID-19 case:	<ul style="list-style-type: none"> If the child was excluded from a program due to close contact with or household exposure to a COVID positive person or to a person with symptoms of COVID, the child may return after at least 10 days of quarantine following the last household contact or close contact with that person as long as the child does not develop symptoms. If the child develops symptoms of COVID-19 during quarantine, a COVID-19 test should be obtained. Note that though a quarantine period of 10 days is the minimum required, 14 days of quarantine is still the safest option. Furthermore, all individuals ending quarantine before Day 14 should adhere strictly to all recommended non-pharmaceutical interventions, including wearing face coverings at all times, maintaining a distance of at least 6 feet from others, and self-monitor for COVID-19 symptoms through Day 14.

Facilities & Equipment

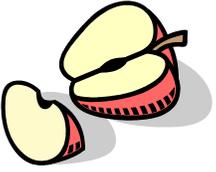
Kiddie Kollege proudly hosts programs at Halcyon Park and Washington Manor Park. Staff routinely clean, sanitize, and disinfect high-touch surfaces and items throughout the day, including but not limited to tables, benches, bathrooms, and program equipment and supplies.

Child & Staff Hygiene

Children and staff will be expected to follow the below protocols regarding hygiene and prevention while at class:

- Children and Staff will wash hands often with soap and water, especially if visibly dirty. Hand sanitizer will be used if soap and water is not readily available. Children will be supervised when using hand sanitizer and when washing their hands.
- Children will be encouraged to keep their hands to themselves and physical distancing will be encouraged whenever possible. Children may come into close contact with others in their group.
- Supplies and equipment will not be shared amongst other pods.
- Per guidance issued by California Department of Public Health on June 18, 2020, all participants, including staff, will be required to wear a face covering. We will do our best to make accommodations based on direction from the CDC, State, and County. Please reach out with any questions or concerns.
- All children and staff should cover coughs and sneezes with a tissue. Used tissues should be thrown in a trash and hands washed immediately with soap and water for at least 20 seconds.
- Children must bring their own snacks. No one will be allowed to share food.
- All children and staff should engage in proper hand hygiene at the following times: before and after each activity, before and after eating or handling food, after using the restroom, after playing outdoors, after handling garbage. After assisting children with handwashing, staff will wash their hands.

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Guidelines for Preschool Snacks

The City of San Leandro Recreation and Human Services Department strives to promote a nutritious snack program. This calls for a “team approach” between staff and parents. This program encourages active support from parents by eliminating the “cookie, chips and punch” snack and replacing it with a nutritious snack from the list below or other creative nutritious snacks. The development of positive attitudes towards food is the basis for the practice of healthful dietary patterns, for life!

Cheese and Crackers
Raisins
Dried fruit
Any Fresh Vegetable
Any Fresh Fruit
Edamame

Apple Sauce
Half Sandwich
Popcorn
Pretzels
Unsweetened Cereal
Oatmeal

Yogurt (Check sugar content)
Trail Mix (no nuts)
Freeze dried fruit
Homemade Meats
Hardboiled Egg
Brown Rice Cakes

Please remember that the snacks should be kept to an age appropriate portion as we do not want waste or a child missing part of program. Snack time is about eating in a social environment and not so much about the food.

We suggest that you package the snack in reusable containers. This will allow the children to take any left over snack home rather than throwing it away and this is better for the environment. We strongly suggest NO Lunchables, NO fast food and please NO nuts.

Please serve water only or water with fresh fruit slices for flavor.

For Birthday Celebrations we suggest:

100% frozen fruit bars, whole-grain mini muffins or bagels, trail mix bars (no nuts), crackers and cheese, dried fruit or popcorn. We encourage celebrating with items other than food, such as stickers, a ball or small toy that encourages activity and movement.

***** IF YOUR CHILD HAS ANY FOOD ALLERGIES, PLEASE SUPPLY THE TEACHER WITH A LIST OF ITEMS THAT THEY CANNOT EAT *****

Kiddie Kollege Parental/Guardian Agreement

(To be completed via ePACT)

I understand, and I will inform any other person that will be picking up my child, attending field trips or participating in the classroom, of the following items listed below and agree to the following conditions:

1. I agree that I have read, understand, and will abide by the policies of the Kiddie Kollege program as stated in the Kiddie Kollege Parent/Guardian Handbook. _____ (Initial). This also means that I have read, understand and agree to abide by the registration, illness, and the Behavior Management policy within the handbook. _____ (Initial)
2. I have reviewed and agree to the Snack Recommendations & Guidelines. I understand it is my responsibility to send a healthy snack for my child each day and that sugary snacks and peanut butter will not be allowed. I also understand that I cannot send special treats for my child's birthday or holidays. _____ (Initial)
3. An authorized adult, carrying valid photo ID, MUST sign child(ren) in and out each day. I further understand that the person(s) whom I authorize to pick up my child(ren) must be a least 18-years old and listed on the emergency form. _____ (Initial)
4. The Kiddie Kollege program discourages children from bringing personal items to class. Any personal items that are lost or stolen are not the responsibility of the Kiddie Kollege staff and are the responsibility of the parent. _____(Initial)
5. It is requested, but not required, that a supervising adult of each student volunteer their time in the classroom once per session. This is a meaningful and positive experience for both the child and the adult. For the safety of the children, each adult who wishes to volunteer in the classroom more than once per session will be required to be fingerprinted by the San Leandro Police Department (at the expense of the Recreation & Human Services Department). _____ (Initial)
6. For program effectiveness, siblings or other non-enrolled child(ren) will NOT be allowed to attend class sessions. In addition, when an adult is signed up to volunteer on a particular day, siblings or other non-enrolled child(ren) may not be brought to the class so the time and attention is available to the class participants. _____ (Initial)
7. A supervising adult is required to accompany each child on our field trips. If a child does not participate in the field trip, no refund will be issued. _____ (Initial)
8. Release of Liability and Photograph Waiver: In consideration of my (and/or my child's/children's) participation in this activity, I hereby agree to indemnify and hold the City of San Leandro ("City") harmless, and release and discharge the City, its employees, representatives, volunteers agents, and its representatives, successors, and assigns, from any and all liability arising from accident, injury, illness, or loss which I (he/she) may suffer arising out of or in any way connected to my (our) participation in the above program, including, but not limited to, any and all liability arising from accident, injury, illness, or loss arising out of or in any way connected to COVID-19 that may arise in connection to participation in this activity. I (we) also will follow the rules and regulations set by the City and above listed parties. Parent or guardian must sign for anyone age 18 and under. I acknowledge that the City takes photographs or other recordings of its activities and events for publicity, and I do hereby grant and give these groups the right to use my or my child's/children's photograph or image with or without my or my child's/children's names, both singly and in conjunction with other persons or objects and presentations, advertising, publicity, and promotion relating thereto.

Child(ren)'s Name(s) _____

Printed Name _____

Signature _____ **Date** _____

PLEASE READ, INITIAL, SIGN, AND RETURN

Identification and Emergency Information

To be completed by parent or guardian via ePACT



Please indicate the program you are enrolling your child for:

Washington Manor Kiddie Kollege Halcyon Park Kiddie Kollege Year: _____

Child's Name	Phone
Child's Address	Child's birthdate

Parent/Guardian 1 Name		
Cell phone	Work phone	Home phone

Parent/Guardian 2 Name		
Cell phone	Work phone	Home phone

Name of person responsible for child (i.e., parent/guardian)	Home phone	Cell phone
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Please list any medical or special conditions about you child that we should know: (i.e., allergies)

List below emergency contacts and other persons authorized to pick up your child from the program. Child will NOT be allowed to leave with any other person without written authorization from the parent or guardian. All persons listed must be at least 18 years of age.

Name	Cell Phone	Daytime phone	Relationship

Primary language(s) spoken at home: _____

San Leandro Recreation and Human Services personnel are authorized to use their discretion to secure the necessary emergency services for my child at my expense. This includes emergency medical treatment, paramedic services and ambulance service.

Signature of parent/guardian _____ Date _____