

Kids Club

Parent and Participant Agreement

As a parent/guardian, I agree to:

- Read the newsletter, memos, and any other important information that is distributed or posted at Kids Club
- Keep your authorized pick up list up to date.
- Keep your phone number, email and all other contact information up to date.
- Allow time for staff to talk to me about my child when I pick them up at the end of the day.
- Give suggestions of effective means of working through my child's behavior.
- Inform staff of any additional needs regarding my child.
- Agree not to display any abrasive or threatening behavior towards any staff member, another parent/guardian or a child. Abrasive behavior may result in suspension or expulsion from the program. Parents/Guardians may not discipline children who are not their own.
- Agree to drop off/pick up my child on time to avoid late fees.
Kids Club Hours afterschool-6pm
- Late Pick Up– a late fee of \$5per 10 minutes will be applied if your child is picked up after regular program dismissal.
- Parent/guardian over 18 yrs of age must sign out participants daily. All sign in and out sheets for the participants will be kept in an area that is easily accessible to parents and guardians.
- Parents/guardians are required to review and download the handbook that is online <https://www.commerceca.gov/city-hall/parks-recreation/kids-club-day-camp>

I have read, discussed and understand the City of Commerce Parent/Guardian and Participant Agreement. By signing this Participant Agreement, we agree to adhere to all rules, policies and procedures detailed on this form and the Handbook.

Child's Printed Name

Parent/Guardian Signature and Date

Kids Club

Participant Behavior Expectations

- Be responsible with their actions and words
- Listen and follow all directions given by leaders
- Practice personal space with other participants and leaders
- Be polite to others (peers, leaders, etc)
- Wear closed toed shoes at all times
- Keep your hands, feet, and all other objects to yourself
- Play in a safe manner
- Ask for permission to use the restroom
- Always remain in sight of your designated leader
- Practice good hygiene by following proper sneezing and coughing protocols, washing your hands often.
- Keep belongings in designated area.

Disciplinary Procedure

Participants who disregard the behavior expectations will be subject to the following disciplinary procedure. Staff will issue the appropriate disciplinary steps as indicated

First occurrence *Verbal Warning*-staff will remind the camper about the behavior expectations and verbally redirect them to engage in appropriate behavior.

Second occurrence *Removal from the group/activity and behavior notification* will be sent home informing the parent/ guardian of the participant's behavior.

Third occurrence *A conference* will be scheduled with the program specialist and parent regarding the participant's behavior.

Fourth occurrence *Suspension for one or more days*- Suspension may be required in situations where misconduct continues after verbal warnings, intervention attempts, and early pickups have been enforced or when participants engage in serious behavior.

Other Disciplinary actions

Early Pick-up- Early pick up may be required if a participant is unable to manage their behavior despite verbal warnings and intervention attempts, the misconduct is serious and/or the participant requires attention beyond what Program staff can provide.

Long Term suspension- When all other progressive disciplinary steps are not successful, a long term suspension may be imposed. This level of intervention is reserved for the most severe situations.

I have read, discussed and understand the Kids Club Behavior Expectations for my child. By signing this form, we agree to adhere to all rules, policies and procedures detailed on this form and in the handbook.

Child's Printed Name

Parent/Guardian Signature and Date