



# Parent HandBook

## Summer 2021



Cosumnes Community Services District  
Parks and Recreation Department  
8820 Elk Grove Blvd • Elk Grove, CA • 95624

## Welcome to Sammy's Summer Club!

We hope that your participation in our program will be a rewarding experience for you and your child. We feel strongly that open communication between parents and staff is essential to fully meeting the needs of your child.

**This handbook is intended to promote an understanding of our program and its policies**, as well as foster cooperation amongst our Summer Club families and staff. We hope to create mutual respect between parents and staff, building a partnership for the benefit of your child.

Please take time to review the following the guidebook as a family. It is important that everyone is familiar with this information.

### Mission

At Sammy's Summer Club our mission is to enrich the lives of pre-school and school-aged children through meaningful recreational experiences.

### Philosophy

Sammy's Summer Club is committed to providing a fun, safe, age-appropriate recreation enrichment program which encourages social development; provides diverse experiences; promotes health and wellness; and responds to the needs of families, schools, and the community.

### Core Values

Quality Relationships  
Safe Environment  
Healthy Choices  
Fun!

## About Sammy's Summer Club

Sammy's Summer Club is a recreation-style childcare and summer enrichment program for children ages 3-15 years old. Children participate in age-appropriate recreational activities such as arts, crafts, sports, games, science, technology, and engineering. Sammy's Summer Club strives to maintain a quality program that promotes healthy choices, creativity, imaginative play, meaningful interactions, and social and emotional development.

### We currently offer the following programs:

- Sammy's Summer Club - Preschool Edition (Ages 3-5)
- Sammy's Summer Club - Kid's Edition (Grades K-5\*\*)
- Sammy's Summer Club - Teens Edition (Grades 6-8\*\*)
- Sammy's Summer Club - Sport's Edition (Ages 7-14)
- Sammy's Summer Club - Splash Camp (Ages 6-11)
- Sammy's Summer Club - Jr. Guard (Ages 11-15)

***\*\*Please register your child for the appropriate age group based on enrollment for the 2021-2022 school year.***

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\*contents subject to change\*

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## Minimum Abilities Required to Participate

In order to properly maintain a safe and healthy environment for all children attending Sammy's Summer Club, participants must maintain the following minimum standards:

- Ability to understand and follow basic directions and rules for the program in order for staff to maintain proper supervision.
- Ability to maintain basic self-control to ensure the safety of themselves and others in the program.
- Ability to handle own personal hygiene/toileting needs.
- Individual Sammy's Summer Club programs may have additional minimum requirements based on activities.

## Hours of Operation & Locations

**Sammy's Summer Club is open Monday - Friday.**

For specific hours and locations, please refer to program description when registering.

### **Locations:**

Wackford Community and Aquatics Center 9014 Bruceville Road

Kid Central Youth Center 9922 Elk Grove Florin Road

Elk Grove Aquatics Center 9701 Big Horn Blvd

Elk Grove Recreation Center 8828 Elk Grove Blvd.

Stephenson Recreation Center 5511 Dorsey Drive

Johnson Park Recreation Center 3570 Marsh Point Drive.

## Registration & Fees

Initial registration may be completed online [www.yourcsd.com](http://www.yourcsd.com) at least one (1) day prior to attending.

**\*\*To protect public health and slow the spread of COVID-19 in our community, all Cosumnes CSD facilities are **closed to the public** until further notice. We are pleased to serve you and help with registration **by phone (916) 405-5600 Monday - Friday, 8am-5pm****

**Sammy's Summer Club has a weekly fee. Prices vary by program.**

### **Registration Payment**



Payment is due at the time of registration. Same day registration is available if space allows and **MUST** be done over the phone by 11am, no exceptions. If your participant is not registered and you attempt to have your participant attend the program, your participant will not be accepted at the site. No credits, transfers, or refunds will be processed for unused days or weeks.

**\*Sammy's Summer Club does reach maximum capacity at times. If the program is full when you try to register, you may put your child on the waiting list or chose a different location. Online registration may be closed on weekends and subject to availability. Minimum enrollment required. Any notice of cancelations or closures due to low enrollment, will be decided by 5pm on Sundays.**

*The weekly fee will be pro-rated for all weeks that have closures due to holidays or staff in-service days.*

**Due to COVID-19 health & safety protocols and guidelines, Sammy's Summer Club has limited space available and we cannot offer daily registration.**

## **Emergency Form & Registration Contract**

Parents must complete an Emergency Information Form and Registration Contract online for each child, prior to the first week/day that the child will attend the program. Online Registration forms contain extremely important information and **must be updated each summer**. You must update your child's emergency information whenever you change your phone numbers, have a change of address or a change in designated pick-up persons and **must call the CSD Registration Office to update this information**.

**Your signature/initials on the registration forms acknowledges that you understand the terms set forth in this Parent Handbook. It also acknowledges that the CSD reserves the right to photograph facilities, activities, and program participants for potential future use for publicity or promotion purpose.**

## **Additional Pick-Up Person(s)**



If you would like to **add someone** to the existing pick-up person list on your child's emergency form for Sammy's Summer Club, you must call the CSD Registration Office. In addition, please call to notify Summer Club staff when a pick-up person has been added or deleted from your child's account. **\*The Cosumnes CSD is not responsible if parent or guardian submits an incomplete emergency form for each child and can deny care until form is complete.**

## **Additional Fees for all Sammy's Summer Club Programs**

- A **Late Pick-up Fee** of \$1.00 per child, per minute, will be charged for children who are not signed out by end of program hours. Hours vary by program. There are no exceptions to this policy. Please be prompt in picking up your child. **Your child will be dropped from the Sammy's Summer Club program upon the 4<sup>th</sup> late pick up** (regardless of whether different individuals pick up the child) during the program registration dates. No Exceptions. Children not picked up within one (1) hour of closing will be turned over to Child Protective Services or local police.
- A **Returned Check Fee** of \$25.00 per returned item will be charged if your check is returned. If two (2) checks are returned, we will discontinue the acceptance of checks as a form of payment and all payments must be made by cash, money order, cashier's check, or credit card.
- A **\$5.00 Same-Day Registration Fee** will be charged if your child arrives to the program and is not registered for attendance that day, **ONLY** if approval has been granted by a supervisor to allow your child to register for same-day attendance. Approval is not guaranteed and will not be allowed more than once.

## **Refunds**

No credits, transfers, or refunds are issued for any unused portion of the program. **If you wish to**

receive a credit for a future change/correction to your registration, you must contact us one (1) business day in advance of the scheduled day of attendance for which you are requesting a credit. Your request will not be granted if it is received less than one (1) business day in advance. Weekly Registration will NOT receive credits, transfers, or refunds for any days missed. NOTE: Upon request, **illness refunds** will be granted - *at a prorated amount* - when your child has missed three (3) consecutive weekdays of scheduled attendance due to illness; **AND** verification of illness has been provided by the child's physician. There will be no refunds for less than three (3) days missed.

### Tax Receipts

Please Note: Receipts will be issued at the time of registration. Due to the large number of participants in our program, receipts cannot be re-printed. **For tax purposes, the Cosumnes CSD Tax ID is 68-0423149.** It is the parent's responsibility to retain payment records for tax purposes. Yearly payment records may be viewed on the CSD online registration program.

<https://apm.activecommunities.com/cosumnescsd>

## Policies and Guidelines

### GENERAL INFO FOR ALL PROGRAMS:



During Sign In/Out, please have your cell phone & electronic devices off. No earphones, text messaging, or otherwise.

### Sign In/Out Procedures

At all **Sammy's Summer Club program locations**, all children must be walked into the site by an adult each morning to be signed in by staff and an authorized adult must come into the site in the afternoon to pick up and sign out children. It is the parent's responsibility to make sure your child is signed in on the correct day. ***Please be sure to have a photo ID ready for staff to verify in order to release the participant.***

- Participants are not signed into the program until they arrive at the program. Staff is not responsible for participants until they are signed into the program.
- *If at any time an adult does not sign a child in and/or out of the program as required, the child can be dropped from the program.* When signing your child in and/or out on the sign-in/out sheet, please be sure you document the correct time of drop off or pick up; if not, staff will correct the time for you.

**If someone is added or taken off your child's pick-up persons list, you must notify the Summer Club staff in addition to contacting the CSD Registration office at least one day in advance.**

### Appropriate Attire

All children should have on comfortable clothing and closed-toe shoes. Flip-flops and sandals are not permitted. Please be aware that even though precautions are taken, some activities may result in stains on clothing. To help make sure jackets and backpacks get to the right home, please label all



items brought to Sammy's Summer Club, with your child's first and last name. Preschool Participants: If you wish, you may send a change "back-up" clothes for your child to wear at the program.

## Valuables

**With the exception of Teens**, children are not allowed to bring toys, games, trading cards, shoes with wheels or other valuables including electronics (i.e. smartphones, tablets, PSPs, DSi's, iPods, and any other electronic item or toy) to Sammy's Summer Club. Cosumnes Community Services District is not responsible for damaged, lost, or stolen items.

***Teen participants are allowed electronic devices at program such as iPods, iPads, cell phones, etc. with the understanding that participants are bringing them at their own risk. However, it is recommended these items be left at home. Sammy's Summer Club staff reserve the right to remove electronics privileges from participants at any time. This includes staff confiscating or directing the participant to put electronics away for the remainder of the day. If use of electronics becomes a problem while a participant is at program, the participant may no longer be allowed to use them during Sammy's Summer Club.***

## Health & Safety Policies

Sammy's Summer Club program will be following the COVID-19 health and safety Guidelines from the CDC and California Department of Education (CDE) in regard to social distancing, masks, health screening and sanitizing for childcare, sports camps, and aquatic facilities. Please refer to CSD Parks & Recreation COVID-19 Program Standards for more information.

## Illness and Communicable Diseases



Children who are ill or who have a contagious disease or condition, (i.e. pink eye, chicken pox) are not allowed at Sammy's Summer Club. Sammy's Summer Club is a highly active program and **if children are too ill to participate in the full program, they need to be kept at home.**

If your child becomes ill while at Sammy's Summer Club you will be notified and must arrange to have your child picked up within 60 minutes of being notified. **After 60 minutes, you will be charged \$1 per minute** until your child is picked up from the program.

**Please notify program staff if your child has been exposed to any contagious disease or condition** (mumps, measles, chicken pox, lice, pink eye, COVID-19, etc.), so we can notify other parents immediately.

**If anyone has a temperature of 100.4°F/38°C or higher they must be excluded from the facility.**

## Medication Policy

No medication (prescription or non-prescription) will be administered to any participant without the appropriate form being completed and on file at Sammy's Summer Club. If necessary, please complete and submit the [Administration of Medication by Cosumnes CSD Personnel](#) form. **This form must be completed by the parent and physician** and is available at the Parks and Recreation Administration

Office, online at [www.yourcsd.com](http://www.yourcsd.com), and on site (see Site Director). Parents are responsible for submitting the completed form and providing medication directly to Summer Club staff. Medication must be submitted in its original container and clearly labeled.

## Allergy Awareness

Any parent of a child with an allergy to peanuts, nuts, or other foods should contact the Cosumnes CSD administration office and the Summer Club Staff to discuss, prepare, and implement a Food Allergy Accommodation Plan or other reasonable accommodations. A Food Allergy Accommodation Plan is designed to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Several children in our program have severe allergies to peanuts and nuts. In order to maintain their safety and lower the risk of exposure to these food allergens, we will make every effort to strive to be food allergy conscious.

***The safety and wellbeing of each child is our top priority.***

Please keep this mind when preparing or purchasing snack. Please check the labels of any snack items brought to the program that include similar statements:

- *may contain peanuts and/or tree nuts*
- *made in a facility that processes peanuts and/or tree nuts*
- *made on shared equipment that also process peanuts and/or tree nuts*

## Snack

A small, healthy snack is provided each morning and/or afternoon at Sammy's Summer Club. Two (2) snacks will be provided for programs that run from 7am-6pm. All other programs will provide only one (1) snack per day. A snack menu is available upon request. If your child does not like what is on the menu or is allergic to an item, please send a **ready-to-eat** snack for your child. **Sammy's Summer Club will not offer alternative snacks.** If you choose, you may also send additional snacks for your child. Participants are expected to not share snacks.

**\*Children do not have access to a microwave, fridge, or stove.**

Teens, Sports and Aquatic camps may have access to the pool snack bar if you choose to send your child with money to purchase additional snacks.

**Parents of children who have food allergies are required to provide an appropriate healthy snack for their child. The food must contain the label of ingredients.**

***For Preschool:*** Popcorn, chewing gum, hard candy, peanut butter and large-sized veggies and fruits are **prohibited** due to their high choking risk. Please make sure the Summer Club Staff is aware of any special diet requirements or allergies on your Child's Emergency Information form.

## Lunch

Please send a healthy, **ready-to-eat** lunch and beverage(s) for your child. Please remember that children will **not** have access to a refrigerator, microwave, or stove. Please send food that requires no preparation.



**\*Lunch is not provided at any Summer Club locations.**

### **Sammy's Summer Club Tips for Fun and Safety!**

- **Please bring a ready to eat lunch that does not require refrigeration or heating.**
- Participants should bring their **own refillable water bottle** with their name on it.
- Please apply **sunscreen prior to attending** and only send spray on sunscreen for participants to reapply (staff cannot apply sunscreen directly)
  - For Preschool: Staff cannot reapply sunscreen and will stay in shade as much as possible while outside.
- **ALL PARTICIPANTS must wear Closed-toe shoes! Your child will not be allowed to participate in program if they are not wearing appropriate shoes. \*\*Flip-flops or sandals are allowed on the pool deck only.**
- Sammy recommends bringing your own beach towel to sit on so that we can practice safe "physical distancing" and to protect bare skin from grass and other irritants.
- Facility doors at Laguna Town Hall, Wackford and EG Aquatics Center may be locked. Please call the phone number associated with your child's program when dropping off or picking up. Program staff will greet you at the door to sign-in/out your child. At this time, only CSD staff and program participants are allowed inside the facility. Phone numbers will be posted at all entrances.

### **Attire: Shoes & Active Wear**

Children are required to wear closed-toe shoes to program. **No sandals or flip-flops allowed.** If children are sent to program without the proper attire, parents will be required to pick up their child, or bring proper attire for their child before they can participate in Sammy's Summer Club activities.

## **Standards of Behavior**

**Please review the following with your child.**

For the enjoyment and safety of everyone, the Cosumnes CSD Parks and Recreation Department expects all participants to treat the people and facilities associated with the Sammy's Summer Club program with respect and abide by all rules and direction from the staff.

Sammy's Summer Club is committed to providing a safe and enjoyable place for all participants. Sammy's Summer Club reserves the right to drop a participant from the program at any time for the following reasons:

1. Non-cooperation by the participant or by the parent/guardian.
2. Physical or verbal abuse of another child or leader by a participant or parent/guardian.
3. Bringing any weapon or threatening item to the program.

**The Cosumnes CSD Parks and Recreation Department reserves the right to refuse service to anyone for failure to abide by these standards.**

## **General Program Rules for Participants**

- Respect and follow the directions of the Sammy's Summer Club staff.
- Be polite and use appropriate language.
- Keep your hands, feet, and other objects to yourself and treat everyone with respect and dignity.
- Play fair, be honest, and take turns.
- Participants must remain in the designated areas visible to the staff at all times.
- Follow all school or park rules.

## **POSITIVE GUIDANCE TECHNIQUES**

In order to plan and operate a safe and fun environment, Sammy's Summer Club Staff encourage participants to follow program guidelines. Summer Club Staff play an important role in nurturing children in the development of empathy, social skills, friendship building, conflict resolution and group living skills and will employ positive guidance techniques. An expanded list of our positive guidance techniques is available upon request and clearly posted at every program site for participants.

***Sammy's Summer Club exercises the following positive discipline guidelines, which are posted at every program site.***

### ***Staff Always:***

- ★ Provide a variety of choices and activities
- ★ Focus on and praise positive behavior
- ★ Use positive language
- ★ Make rules and expectations clear
- ★ Use discussion, redirection, & "breaks as a means of positive discipline
- ★ Use eye contact when speaking to the child and get down to the child's level
- ★ Use words the children understand
- ★ Are consistent about expectations
- ★ Model acceptable and appropriate behavior
- ★ Encourage children to make positive choices
- ★ Respect each child and their feelings
- ★ Work to involve the parent

### ***Staff Never:***

- ★ Yell or raise their voice to discipline a child, unless the child is in immediate danger
- ★ Shame or humiliate a child
- ★ Discount a child's feelings
- ★ Compare children

### ***Staff Use Sparingly:***

- ★ "No" or negative terms as little as possible
- ★ Behavior Reports

## **BEHAVIORAL ISSUES**

Behavioral issues will be dealt with on an individual basis. Although hitting, biting, or other types of exhibited aggressive behavior are not unheard for preschool age children, it cannot be tolerated in a preschool setting, as the safety of all children in our program is our top priority.

It may be determined with input from the Sammy's Summer Club staff, Recreation Coordinator, and/or Recreation Supervisor that it is in the best interest of the program to drop a child due to any type of aggression and/or certain behavioral issues. Our goal is for every child to benefit from participating in our program. When one child, or all the children, are not benefiting from the program due to one child's aggressive behavior, that child will be dropped from the program. Sammy's Summer Club is committed to providing a safe place for all participants and staff. Sammy's Summer Club reserves the right to drop a participant at any time for physical aggression or any other behavior that is determined to be unsafe to other children. Every child has the right to attend our program feeling safe and accepted as an individual. Summer Club Staff will inform the parent of the child who exhibits challenging behavior and will work toward helping the child succeed in the program. Due to participant confidentiality, Staff will only discuss with parents, the behavior of their own child.

### **Behavior Report Guidelines:**

1. When Sammy's Summer Club Staff fills out a Behavior Report, you and your child will be asked to sign it. Refusal to sign the Behavior Report by the parent/guardian or child will result in the child's immediate dismissal from Sammy's Summer Club program.
2. **Upon receipt of your child's 2<sup>nd</sup> Behavior Report, the parent/guardian must attend a parent/guardian conference** with the program Supervisor to determine a behavior action plan for the child. The child should not be present at this conference. The child will be suspended from Sammy's Summer Club for the following scheduled attendance day and may not return to Sammy's Summer Club until a parent/guardian conference has been scheduled. Refunds will not be available. Refusal by a parent to participate in a conference will result in a child's permanent expulsion from all Summer Club programs.
3. **Upon receipt of the child's 3<sup>rd</sup> Behavior Report, the child will be suspended** from Sammy's Summer Club for the following scheduled attendance day. Refunds will be not be available.
4. ***Upon receipt of the child's 4<sup>th</sup> Behavior Report, during a twelve-month period***, the child will be expelled from all Summer Club programs for one full calendar year.
5. After one year has passed, the parent/guardian may schedule an appointment with the Sammy's Summer Club Supervisor to evaluate re-admittance of the child.

**\*Sammy's Summer Club reserves the right to suspend or expel a participant at any time. Expulsion from the program will continue for a minimum of one full calendar year from the original date of expulsion.**

If a child is suspended or expelled from Sammy's Summer Club program, your child may be sent home during program hours and you may be called to pick up your child from the site within 60 minutes. **After 60 minutes, you will be charged \$1 per minute until your child is picked up.**

### **Healthy Schools Act: Pesticide Use**

The Cosumnes CSD Parks Operations Division will provide parents the names of all pesticides expected to be applied at program facilities located within parks. The facilities located within parks where pesticides may be applied are: **Laguna Town Hall, Wackford Community and Aquatics Center, Elk Grove Aquatics Center, and the Youth Center.** That identification includes the name and active ingredients. Only fully certified pesticides can be used.

At this time, the Cosumnes CSD Parks Operations Division is planning to use the following pesticides: Round-up Pro (Glyphosate), Speedzone (Carfentrazone-ethyl, 2,4-D, 2-ethylhexyl ester, Mecoprop-p acid, Dicamba acid), Surflan (Oryzalin).

Signs and maps are posted at the school sites, describing the pesticides to be used, the location within the park where the application will be made, and the active ingredients contained in the pesticide, at least 24 hours prior to the application and such sign will remain posted at least 72 hours after the application. If you also prefer to be notified by e-mail at least 72 hours prior to the application during this current school year, please call the Park Maintenance Hotline at (916) 405-5688 and request to be contacted regarding school site pesticide application notification. In the event of an emergency condition, advance notification and prior sign posting may not be feasible, but a warning sign will be posted immediately upon application.

Further information is available from the California Department of Pesticide Regulation:  
[www.cdpr.ca.gov](http://www.cdpr.ca.gov).

## POLICY CHANGES

The Parent Handbook is designed to promote an understanding of the Sammy's Summer Club programs offered by the CSD, and to foster a spirit of cooperation between staff and families. While the handbook describes the programs, policies and procedures, there may be times where the CSD has to change the policies, procedures, or programs with little or no notice. The CSD reserves the right in its sole discretion, to modify or change the policies, procedures, or programs, in whole or in part, at any time. Nothing contained in the Parent Handbook shall be construed as a contract between the Sammy's Summer Club programs and any one or all of its customers or participants.

## Contact Information

**Please call the Sammy's Summer Club site where your child is enrolled directly to relay information about your child.** Phone numbers will be posted at site and are available through the registration office (916) 405-5600

## QUESTIONS OR COMMENTS

If you need to speak with someone in regard to your child's experience at Sammy's Summer Club, **and have already spoken to your site staff**, please contact:

**Christina Davis**  
Rec. Coordinator - **Splash Camp**  
[ChristinaDavis@csdparks.com](mailto:ChristinaDavis@csdparks.com)

**Kevin DeFranco**  
Rec. Coordinator - **Jr. Guard**

[KevinDeFranco@csdparks.com](mailto:KevinDeFranco@csdparks.com)

**Andre Pichly**  
Rec. Coordinator - **Sports Edition**  
[AndrePichly@csdparks.com](mailto:AndrePichly@csdparks.com)

**Bernadette Ramirez**  
Rec. Supervisor - **Preschool**  
[BernadetteRamirez@csdparks.com](mailto:BernadetteRamirez@csdparks.com)

**Clyde Udasco**  
Rec. Coordinator - **Teen's Edition**  
[ClydeUdasco@csdparks.com](mailto:ClydeUdasco@csdparks.com)

**Katy Ward**  
Rec. Coordinator - **Kid's Edition**  
[KatyWard@csdparks.com](mailto:KatyWard@csdparks.com)