



City of Pinole Recreation Afterschool, Day-Off Care, School Break Camps, & Summer Camps Parent/Guardian Manual

Contact Information:

Youth Services Coordinator
(510) 724-9004 – Youth Center Office
youth@ci.pinole.ca.us
(510) 724-9052 – Youth Center Main Room

Welcome to the City of Pinole Recreation Programs! Please take a moment to review the important information included in this handout.

Payment Information:

AFTERSCHOOL PROGRAM: Payments are due no later than 5pm on the 20th of each month prior to child's expected attendance. Example: Payment is due January 20th for February registration. Late fees will be enforced.

DAY OFF, BREAK WEEK CAMPS & Summer Camp Programs: Payments are due no later than 5pm on the Wednesday before child's expected attendance. Late fees will be enforced.

The City does not provide discounts for missed or partial days of participation. Payment is due at time of registration. Space is available on a first-come, first-served basis

Registration is based on a first come, first served basis and wait listed registrations will be served in the order they were received. Payments are non-refundable and programs may not be prorated for irregular attendance.

Pinole Residents must show proof of residency (current utility bill with address and name matching that on DMV ID) at time of registration in order to receive resident rate. Proof of guardianship will also be required at time of registration. Approved proof of guardianship forms are limited to: Birth Certificate and Court Approved Documents only.

Financial Aid is not available.

We accept the following forms of payment: cash, check, and credit cards (Visa and MasterCard only). Payments can be made online only by logging into your account.

- Payments are non-refundable.
- Payment by cash: Bring cash directly to the Youth Center (do not mail). Give the cash directly to the Youth Center Coordinator.
- Payment by check (payable to City of Pinole): Bring checks directly to the Youth Center. Please note that returned checks are subject to a \$20 Returned Check Fee, plus the original amount the check was written for. Payments not received within 7 days of notification of a returned check will be sent to collections. Persons with outstanding returned checks on their record, must choose an alternate form of payment (Visa or MasterCard). If a returned check goes unpaid, the family and child will be unable to register for City of Pinole programs for one year.

- Payment by credit card:

1. Log into your account and enter your credit card under the payment tab
2. In person at the PYC



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PROCEDURES:

No Drop In

All Youth participants must arrive during their scheduled hours and stay until they are picked up or until the end of their scheduled program or until the close of the facility at 6 pm. Only registered children may attend the PYC After-School, Day off Care, School Break Camps, and Summer Programs. Please contact the staff on the Youth Center Main Room telephone (510-724-9052) if you know your child will be late or absent. Please contact us by 9 am. Refunds, credits, or discounts are not given for missed days or weeks.

Pick Up

Child must be picked at the conclusion of each program --We offer 2 extended care programs: 5-6pm for the afterschool program and 7-8:30 am for the camps and day off care. An additional fee is charged for extended care. Any child picked up later than the scheduled end time will be charged \$1 per minute after the grace period of 5 minutes. The late pick up fee MUST be paid by 6 pm Friday of the week the cost was incurred in order for your child to register and attend following months. The City of Pinole and their staff are NOT responsible for your child once the site is closed. All authorized persons that enter our facility, must first CHECK IN WITH STAFF, before signing in/out the children in our program daily. IDs will be checked for any and all persons not known to Staff on duty.

Parent Information

Receipts may be printed upon request. Calendars, fliers and other program information will be sent to families via email each month for the afterschool program and weekly for camps. Children should be prepared for each day of program. Required items include: bag lunch (required during Day-Off, Break Week, and Summer Programs), layered clothing, comfortable close-toed shoes, backpack, water bottle and snack or money for PYC's snack bar (optional).

Personal Items

Be aware that bringing personal items of value to the program site such as money, iPods, cell phones, CDs, video games, skateboards, etc., is strongly discouraged. Personal belongings are the responsibility of the youth participant only. We are not responsible for any personal items that are damaged, lost or stolen. Participant use of electronics (including cell phones) is prohibited during program hours. If your child is found using electronics or other items deemed distracting to program, the device will be collected and returned to parent/ guardian by the PYC staff at the end of the day. If you must contact your child, please contact the Youth Center Main Room (numbers are listed above) and encourage your child to refrain from using personal devices during programs. Skateboards/scooters will not be used during program hours per Police Code, for the safety of your child (children) and others.

Snack

The Pinole Youth Center highly suggests that your child be fully energized to participate in the programs. Our program offers snack time once your child arrives to the center. Your child should have a snack daily, please provide them with either money or snacks. Snacks are available for purchase at the programs sites' Snack Bar at minimal cost. Snack Bar Punch Cards are available to help eliminate the risk of your child losing his/her money. Punch Cards may be purchased at the Pinole Youth Center office in increments of \$20, \$10, or \$5, and are kept in the Snack Bar for future use. Snack Bar Punch Cards are non-refundable and expire on the last day of camp, except for year-round afterschool participants. Children will NOT be given permission to leave site/ the program to purchase food through local vendors.



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PROCEDURES:

Homework Time (After-School Program only)

Homework time is a valued time for many of the participants within our program. Homework time is an hour long and allows for the children to began, and hopefully complete their homework assigned for the day. We have assigned seating for the participant to sit in everyday they arrive to the center. During homework time we want the children to keep their conversations to a minimal and if they do converse, do it at a whisper.

Study Hall & Computer Lab

Study Hall and Computer Lab are two additional rooms that the children can work in to complete their homework. In order for the children to work within the room they must have proof of homework and sign up on the list. We ask that these rooms stay quiet during homework time and that NO food or drinks are consumed while working in there. PYC will open the Computer Lab during Day off Care and Break Week Camps for the children to use.

Fieldtrips (Summer & School Break Camps only)

* Children must wear their camp T-shirt on field trip days*

Field Trip locations are listed on School Break Camp & Summer Adventures Calendar/ Flyer. Some trips will require additional Liability Waiver per facility/ location's needs. Children whose parents do not sign and submit required additional forms will not be allowed to go on the Field Trip. It will be the parent's responsibility to find alternative care for their child for that day. All Field Trips are planned based on age and ability of entire group and children who attend are expected to engage in all activities scheduled for the day. Bag lunch is required and children may bring spending money at their parent's discretion. Staff is not responsible for safe keeping or spending of your children's money.

Health

Illness/Injury: If a participant appears to be ill, the parent/guardian will be contacted to pick up their child (children). If there is fever, vomiting, diarrhea, and/or lethargy that prevent your child from engaging in the program, we ask that your child stay at home. All staff members are trained in Basic First Aid and CPR. A first aid kit is always available onsite and on field trips. If your child's injury is severe enough to need professional attention, we will make all attempts to contact your listed emergency contacts first and will take the appropriate steps needed in the case of an emergency. *Please refer to the Consent to Treat and Liability Waiver sections of the Registration Form for details.*

Medications: The Pinole Youth Center does not administer or store medications.

Feedback and Being Involved

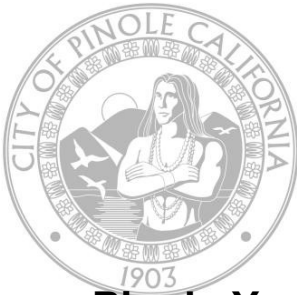
The Pinole Youth Center and its staff work to be responsive to youth, parents, volunteers and community members. Please share your constructive ideas, concerns, comments and suggestions in person or by emailing youth@ci.pinole.ca.us. We will continue to adapt our programs and services accordingly to meet community needs.

Youth Participants Name (Required): _____

Parent/Guardians Full Name (Required): _____

In signing this form, I understand and agree to the above policies and procedures. I agree to pay all fees associated with program registration. I have read, understand, and agree to all policies outlined in the Parent Guardian Handout. I understand that completion of this form is required for me or my child to participate in the City of Pinole activities, and a new form is required for each program.

Signature (Required): _____



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Pinole Youth Center Behavior Contract

BEHAVIOR CONTRACT

The Pinole Youth Center would like to welcome you and your youth to our facility. To ensure that your child(ren) gets the most out of our programs in a safe and undisruptive facility, we have developed regulations, behavior guidelines, and codes of conduct. These guidelines are designed to inform parents/guardians and participants of the Youth Center what is expected of them while they are at the Youth Center or in the care of Youth Center staff.

The following is a list of rules to guide participant behavior at the Youth Center. The list is not intended to be all-inclusive. We appreciate all opportunities to join with parents to inspire a dynamic recreational environment at PYC. We hope that by working together we can encourage high standards of behavior in our youth.

- As a general rule, all Youth Center participants shall: Treat others the way you want to be treated; the Youth Center belongs to everyone.
- Respect others and respect the Pinole Youth Center staff.

Key Reminders:

Safety First: Stay within the eye sight of a Recreation Leader. Stay within the boundaries of the Pinole Youth Center or boundaries given by a Leader. Bring any hazardous, dangerous, and concerning issues which may result in harm to youth to the attention of staff right away.

Vehicle Safety: Leave your seatbelt on until the vehicle comes to a complete stop, and the driver states that they may be removed. Only open the door when the vehicle is completely stopped and you are directed to do so by a staff member. No eating or drinking in any City vehicle. Booster Seats must be used by all children unless they are 8 years or 80 pounds.

Cell phones: may only be used to notify your parent or guardian that you are with a PYC staff member. After contacting your parent or guardian cell phones are not to be used and must be stored out of site.

DISCIPLINE PROCEDURES

If a rule or policy is violated, the following steps will be taken:

PINOLE YOUTH CENTER PROGRESSIVE BEHAVIOR PLAN

CONCERNING BEHAVIOR:

I. Disruptive Behavior

- Horseplay
- Use of profanity & vulgarity
- Refusal to follow agreements & guidelines
- Attempted tampering or destruction of program equipment
- Access of City property without permission (including cabinets, drawers, and/or closets)
- Running from area or leaving designated area without permission
- Teasing/Bullying
- Stealing from program/program participants/and- or staff
- Removal of seatbelt or unsafe behavior in program vehicles
- Eating or drinking in City Vehicles
- Inappropriate display of affection including, but not limited to, kissing
- Inappropriate use of bathroom—including making a mess
- Dress
- Wearing clothing that doesn't cover body parts.
- Clothing bearing offensive or obscene words



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1ST INCIDENT BEHAVIOR PLAN FOR DISRUPTIVE BEHAVIORS

- Child advised regarding concerning behavior and provided with alternative behavior choices
- Document in Behavior Log

2ND INCIDENT BEHAVIOR PLAN FOR DISRUPTIVE BEHAVIORS

- Child advised regarding concerning behavior and provided with alternative behavior choices
- Document in Behavior Log
- Parent Notification

3RD INCIDENT BEHAVIOR PLAN FOR DISRUPTIVE BEHAVIORS

- Child advised regarding concerning behavior and provided with alternative behavior choices
- Document in Behavior Log
- Parent Notification
- Request that Child be picked up for the remainder of the day
- Up to a 10 day dismissal from program depending of level of behavior

4TH INCIDENT BEHAVIOR PLAN FOR DISRUPTIVE BEHAVIORS

- Child advised regarding concerning behavior and provided with alternative behavior choices
- Document in Behavior Log
- Parent Notification
- Up to a 30 day dismissal from program
- Any additional behaviors will be subject to full dismissal from the program. Reinstatement will be considered at the start of the following school year

II. ELEVATED CONCERNING BEHAVIORS

- Verbal threat (to cause harm or damage against another individual)
- Physical Fighting
- Falsifying Information
- Deception
- Forgery
- Use of someone else's identity
- Verbal harassment, hate crimes and or racial slurs
- Vandalism or property destruction
- Trespassing (coming onto property/entering facilities without authorization)
- Tobacco (as well as other drugs) use or possession

1ST INCIDENT BEHAVIOR PLAN FOR ELEVATED CONCERNING BEHAVIORS

- Parent Notification
- Parent provided with cost of repair
- Up to 5 days suspension depending of level of behavior
- Document in Behavior Log

2ND INCIDENT BEHAVIOR PLAN FOR ELEVATED CONCERNING BEHAVIORS

- Any Additional behaviors will be subject to full dismissal from the program. Reinstatement will be considered at the start of the following school year.
- Document in Behavior Log



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III. HIGH ELEVATED CONCERNING BEHAVIORS

- *Inappropriate touching of another person**
- *Aggressive behaviors that are unresponsive to corrective action*

INCIDENT BEHAVIOR PLAN FOR HIGH ELEVATED CONCERNING BEHAVIORS

- *Parent will be called for immediate pick-up. If behavior is too great, emergency personnel will be called to collect the child at once. Any associated costs will be the responsibility of the parent or guardian.*
- *Aggressive behaviors will be subject to full dismissal from the program. Reinstatement may be considered following discussion with parents and staff at the start of the following school year.*
- *May be readmitted with parent/staff agreed behavior plan in place.*

The PYC staff reserves the right to determine if a participant has violated a policy, the severity of the violation and the proposed action. The parent/guardian will be contacted in accordance with the Behavior Plan violation. This policy is to ensure the safety of youth, staff members, volunteers, and the general public.

Please be reminded that PYC offers recreational programming. While we make every effort to create a warm and engaging program for all children in our care, our staff are not trained in therapeutic or behavior modification practices.

Any disciplinary action taken will not result in a credit or refund of registration fees. Anyone included on registration material as an emergency contact should be available to pick child up within 20 minutes.

Youth Signature: (required) _____

In signing this area, I have read the Discipline Procedures and I agree to follow them. I also understand that if I do not follow the rules, my parent/guardian will be contacted and I will be disciplined based on the severity of my behavior.

Date: _____

Parent Signature (Required): _____

I have read the Discipline Procedures and I agree to follow them. I also understand that if my child does not follow the rules, I will be contacted and my child will be disciplined based on the severity of my child's behavior.

Date (Required): _____