



ASES AFTER SCHOOL PARENT HANDBOOK 2021-2022



WELCOME! The Parent Handbook is designed to help you and your student become familiar with the ASES Program. Please read this handbook carefully for any questions you might have about the program.



Thank you for enrolling your child into the Washington Unified School District ASES program! We strive to serve and meet the needs of the community by providing childcare. We recognize that our program looks a bit different than years past, however, we remain dedicated to providing quality child care that focuses on the health and safety of children and staff. ASES provides a place for students to build social skills, make new friends, gain a love for physical activity and the outdoors as well as create positive lasting memories.

This year will involve 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 for our program.

After School Sites

KidZone operates at the following five schools: Elkhorn Village Elementary, Riverbank Elementary, Stonegate Elementary, Westfield Village Elementary, and Westmore Oaks Elementary. **Club West** operates at the following four schools: Elkhorn Elementary, Riverbank Elementary, Stonegate Elementary, and Westmore Oaks Elementary. Your child must attend his or her home school.

About KidZone

The **KidZone** after school program is funded by California's Proposition 49: ASES Grant. The After School Education & Safety (ASES) grant provides funding for children to attend the **KidZone** program for free! **KidZone** is an academic-recreation-enrichment program for elementary aged children. Children must be currently enrolled in kindergarten – 5th grade at one of five area elementary schools that we service. Kindergartners are welcome to attend if they are in the afternoon or extended day sessions; **KidZone** is not staffed until after the release of the extended day. Please note: **KidZone is not a licensed childcare program or daycare.** Under California State Law, we are a license-exempt recreation program. Because of funding purposes and specific school needs your child may only attend his/her home school. Our program is structured to include academic time, healthy snacks, various recreation indoor and outdoor games, arts & crafts, and enrichment activities. A daily activity schedule is posted at each site.

Minimum abilities required to participate:

In order to properly maintain a safe and healthy environment of all children attending **KidZone**, children must maintain the following minimum standards:

1. Ability to understand and follow basic directions and rules of the program in order for staff to maintain proper supervision and safety standards.
2. Ability to maintain basic self-control to ensure the safety of themselves and others in the program.
3. Ability to handle own personal hygiene/bathroom needs.



About **Club West**

The **Club West** after school program is funded by California's Proposition 49: ASES Grant. The After School Education & Safety (ASES) grant provides funding for teens to attend the **Club West** program for free! The revamped **Club West** is an academic-recreation-enrichment program for middle school students. Teens must be currently enrolled in 6th – 8th grade at one of five schools that we serve. Because of funding purposes and specific school needs your teen may only attend his/her home school. Our program is structured to include academic time, a healthy snack, various recreation indoor and outdoor games, arts & crafts, and enrichment activities. A daily activity schedule is posted at each site.

Attendance

Due to the nature of our funding source, the State guidelines require children to regularly attend. If your child attends the regular day school day, he/she must attend the after school program daily. You will be contacted if your child has an unexcused absence, after three (3) unexcused absences your child may be dropped from the program. If your child is seriously ill or a long-term emergency arises, please inform your Site Leader or the Parks & Recreation Office at (916) 617-4620 and let us know so your child will not be dropped from the program. If you are unable to adhere to the attendance guidelines, your child may be in risk of being dropped from the program. A letter may be sent home informing you of your risk of losing the program. If your child needs to be released early from the programs for a scheduled activity (i.e. practice, tutoring, etc.) please sign out using the early release sheet, ask your Site Leader for more details. If an appointment is scheduled during the program, please inform your Site Leader your child may be leaving early or absent from the program, this is considered an excused absence.

Sign In/Out Procedures ****IMPORTANT****

When children arrive on site, children will be signed into the program using their EZ reports code to the electronic attendance system. **At the end of the program, a parent, guardian, or other authorized adult (16 years or older) is required to walk-in and sign the child out for the day, using the EZ reports scan card and on the daily sign out sheet.** *If someone who is not listed on the roster is going to be picking the child up, please notify the staff with a written note at least one day in advance.* That person will then be required to show ID. Children may NOT walk home from KidZone. **Club West** participants may sign themselves out with the proper permission slip on file.

Late Start/Early Release Policy

KidZone & **Club West** have been made available to your child through the State of California After School Education and Safety (ASES) program funding. As a funding requirement, students are expected to attend the program daily for a minimum number of hours. KidZone participants must attend 5 days and/or 15 hours per week. **Club West** participants must attend



3 days and/or 9 hours a week. Families who are unable to commit to the program hours and expectations may be in risk of losing their spot. Priority is given to students who can attend the entire program.

The City of West Sacramento understands that situations do occur that cause students to leave early or miss a day of program on occasion. **The bulleted items contain examples of excusable reasons for signing out of KidZone or Club West early.**

- A. **Medical Appointments** (ongoing appointments require an early release/parallel form)
- B. **Family Emergency or Illness**
- C. **Family Need** (transportation, childcare, weather conditions)
- D. **Approved Early Release/Parallel Program** (school activities, sports league, band, choir, etc.)
- E. **Parental Choice**

Parental Choice

Within certain limits and with prior approval from the Site Leader, students may be excused from ASES to engage in other activities such as team sports, church, therapy, or medical appointments, etc. Parents must give a completed Parallel Program Request Form to the ASES Site Leader at least five days before the start of the Parallel Program with a copy of the parallel program schedule for approval. These requests are typically approved if the student will be leaving ASES no more than two days a week or 5 total hours a week for all parallel programs.

Club West participants still must attend 3 days or 9 hours a week. Monthly attendance reports will be conducted to track hours. **Participants will be given two warnings. A third warning may result in students being dropped from Program.**

Students may be released early from the after-school program prior to 6:00 PM for the following reasons:

- **Parallel Program** (outside lessons, sports, church, etc.)
- **Family Emergencies** (for prolonged absences)
- **Family Needs** (transportation, childcare, illness)
- **Medical/Dental Appointments** (appointment confirmation or doctor's note required)
- **Medical Emergencies** (doctor's note required)

For students enrolled in Parallel Programs a schedule is required. For medical appointments a doctor's note will be required to your site leader.

* Picking your child up daily before 6:00 pm is not considered an excused time.

Due to the State of California legislature, KidZone & **Club West** requires students to attend Monday – Friday after school until 6:00 pm in order to gain the most benefit from the program. Suspension from school is NOT an excused absence.

All late start and early dismissals will require a parent/guardian to sign out on a special sign-out sheet, in addition to the electronic sign-out procedure. For reasons of late start or early dismissal over an extended period of time, please complete and return the early release parallel program form. The State of California requires parent's sign-out and provide the reason why



their child is leaving prior to 6:00 pm. This is an auditable form that we are required to keep on site and submit to the State of California.

Excessive use of the early release policy may jeopardize your position with our program. We reserve the right to speak with families who may be overusing the early release policy.

Late Pick-Up

Programs close at 6:00 pm. If a child has not been picked up by 6:05, the staff will attempt contact a parent/guardian. If an authorized adult is unable to be reached and the child is not picked up by 6:30 pm, staff will notify the proper authorities. Parents picking up after 6:10pm will be required to sign a late pick-up notice. **After five (5) late pick-ups you will lose your position in our programs.** You must notify your Site Leader anytime you are going to be late picking up your child.

Registration

It is required by the ASES grant that all participants must register each year to give every student a chance to participate. Everyone interested in enrolling must fill out an interested form. WUSD Board of Trustees has approved the following priorities for students to enroll in the ASES after school program:

1. Homeless or Foster youth.
2. Students in 6th, 7th, & 8th grades that attend daily.
3. Students identified in need of supplemental or concentrated support by LCFF.
4. Siblings of enrolled 6th, 7th, & 8th grade students already in the program.
5. Students identified as in need of academic remediation or support at the discretion of the principal or designee.
6. Remaining K-5 spots will be filled at random.

Remaining spots will be filled from the waitlist as they become available. Applications received after required due date will be placed on the waitlist. Registration will take place each spring.

Waitlist Policy

Due to the nature of our program, positions are filled based on grade level availability and not necessarily first come-first serve, we reserve the right to handle special cases accordingly. Examples of special circumstances include siblings already in the program, In-district transfers, foster students, homeless students, and special requests from county services. If you have any questions regarding the wait list, please contact us via email at afterschoolprograms@wusd.k12.ca.us

Dates/Times

KidZone & **Club West** run Monday through Friday from school dismissal until 6:00 pm. We are open on all school days, including minimum days, but are closed during all school holidays and breaks. Programs begin the first day of school and are open until the last day of school.



Field Trips

In the event a program attends a field trip parents/guardians will be required to fill out a field trip permission slip prior to the trips. **Please read the permission slip carefully to make sure you know of any special items your child may need for this day.** On field trip days, please make sure your child wears appropriate clothing, including footwear so they may fully participate. Field trip permission slips will be sent home with your child in advance with more information about the specific trip.

Nutritious Snack

A nutritious supper will be provided to students during the program. Supper and snacks are provided by the Washington Unified School District. **Please notify your Site Leader if your child has any known allergies.** Additional snack is not necessary; however, if a child brings their own snack, students will be allowed to eat during snack time. If this becomes an issue your Site Leader will speak to you. Supper menus are available here: <http://www.wusd.k12.ca.us/departments/food-services>

Academics/Homework

Participants will have 45 minutes of academic time, consisting of either homework, small group instruction, and/or academic games/activities. **We try our best to help students complete their homework. However, with our limited time, some students might not complete all their homework during the program. Please check your child's homework daily to make sure it's done.** All students remaining in the program at 5:30 will condense in one central location and may be given additional time to work on homework. Staff is unable to check each child's homework daily, please continue to check your child's homework for accuracy and completeness. If you prefer your child not work on their homework at KidZone/Club West, please discuss with your Site Leader.

Recreation

We will continue to provide recreation opportunities for students including arts & crafts, games, sports, and other special recreation activities. At least 30 minutes of physical activity will be provided at least four days a week. Other recreation activities may be scheduled for 2-3 times a week. Free time or "free play" will be minimal during program hours.

Enrichment

We strive to develop students' awareness, character, and self-esteem. The enrichment portion of KidZone and **Club West** will provide the tools necessary for children to live a healthy and responsible life. Enrichment activities may include fine arts, character development through curriculum and play, nutrition education, etc. Enrichment components will be scheduled throughout the year and will follow a weekly schedule. Outside instructors may provide extra enrichment services to the students.



Behavior Policy

Each site provides universal guidelines and uses specific disciplinary procedures to coordinate with the day to day operations of the school. Children are required to follow the school day rules in the after-school programs. If an inappropriate behavior escalates or continues, a Behavior Report will be used to document the incident and inform the parent/guardian. In addition, certain behaviors will warrant an automatic Behavior Report: acting out physically towards another individual, the use of profanity or derogatory remarks towards another individual, stealing, vandalism, leaving site without permission, refusal to follow program instructions or rules, other behaviors at the Site Leaders discretion.

The main purpose of the Behavior Report is to inform parents of behavior issues so that they can help to correct the behavior issue before it escalates and to help identify behavior patterns in order to help correct behavior issues.

Behavior Report Guidelines:

When a behavior issue arises staff will use the methods above to defuse the situation. If the behavior issue persists, staff will have the child take a “break” from the current activity. If the behavior issue continues after taking a “break” then a Behavior Report will be issued.

If the cause for the Behavior Report is severe enough, i.e., violence, vandalism, or any behavior that is deemed uncontrollable, a parent/guardian will be notified, and the child will be sent home for the day. At the time the authorized adult picks up the child the Behavior Report will be reviewed with the parent/guardian and signed by both the parent and child. At which time the parent will be provided a copy of the report for their records.

Upon receipt of the 2nd Behavior Report the child will be sent home for the remainder of the day and suspended for the following attendance day.

Upon receipt of the child's 3rd Behavior Report the child will be sent home for the remainder of the day and suspended for the following two (2) attendance days. In addition, the parent/guardian must attend a meeting or participate in a conference call with the Site Leader, Recreation Coordinator or Supervisor, and the Site Coordinator to determine a behavior action plan for the child. The child should not be present at the conference.

Upon receipt of the child's 4th Behavior Report the child will be sent home for the day and expelled from the program for one calendar year. After one year has passed the child may be allowed back into the program or onto the waiting list with the Recreation Supervisor's permission, pending availability. If your child is suspended or expelled from the program you must pick up your child from the site within 45 minutes.

To maintain our commitment to safety and providing an enjoyable place to be for all participants we reserve the right to drop a participant at anytime for the following reasons:

- Non-cooperation by the participant or **Parent/Guardian**.
- Physical contact or verbal confrontation towards another child or leader by a participant or **Parent/Guardian**.
- Inappropriate/explicit behavior towards another child or leader by a participant or **Parent/Guardian**.



Code of Conduct

It is the goal of KidZone/Club West After School A.S.E.S. Program to create and maintain a respectful, peaceful, and secure environment for students and staff in partnership with parents/guardians and school district personnel. We strive for a positive working relationship between parents and staff in order to model for student's appropriate interactions and assist them in learning skills necessary for effective communication. Parents and visitors to our program are expected to be aware of their responsibilities and adhere to the Code of Conduct.

Parents/Guardians are expected to:

- Approach staff respectfully to help resolve issues or concerns
- Recognize KidZone/Club West staff's first priority is the safety, supervision and engagement of students. Therefore, staff may indicate that it would be more effective to schedule an appointment to speak one on one with parents when a lengthy discussion or confidentiality is required
- Recognize that some conversations are private and need to take place away from the students
- Communicate with staff in a calm, respectful manner
- Work with staff for mutual understanding and the benefit of their children
- Seek to clarify a child's version of events with the program/school's view to bring about a peaceful solution to any issue
- Actively participate in plans to correct their own child's behavior
- Reinforce expectations with your child to follow site rules
- Be familiar with the KidZone/Club West's Discipline Policy and support staff in its implementation
- Reinforce expectations with your child to adhere to the Student Code of Conduct
- Bring questions, comments, or concerns regarding programming matters directly to the attention of the Site Leader
- Solicit the help and cooperation of the Recreation Coordinator or Supervisor for questions, comments, or concerns regarding programming that are not resolved with the Site Leader
- Acknowledge staff upon entering and exiting the program to ensure a smooth transition of supervision responsibilities of your child
- Sign child(ren) out per program policies
- Contact the Department of Parks & Recreation for questions, comments, or concerns regarding non-programming matters (registration, program locations, policies, etc.)
- Partner with KidZone/Club West to create an environment where everyone feels welcomed, respected and valued

Student Code of Conduct:

Parents: Please review this with your child and make sure that he/she understands what is expected of them while at KidZone/Club West After School A.S.E.S. Program.

- I will show respect for my leaders
- I will show respect for my fellow students
- I will show respect for myself by behaving in an appropriate manner
- I will help to clean up the areas I work and eat at
- I will work to resolve problems with leaders and fellow members in a positive manner



- I will follow all instructions given to me by all leaders
- I will cooperate with fellow KidZone/Club West students and leaders in all activities
- I will participate constructively in all activities
- I will seek help from leaders to solve disputes with others when needed
- I will be responsible for my actions

Any behavior that threatens the health or safety of another student or staff member or the continuous inability to follow the rules and guidelines of our program may result in a family conference, behavior plan, suspension, or disenrollment from the program.

All students are expected to follow the Behavioral Policy for KidZone/Club West students.

By enrolling my child in KidZone/Club West programs, I understand and agree that we will follow all rules and regulations of the program as a condition of enrollment.

What to Bring

All children should wear comfortable clothing and closed-toe shoes. Flip-flop/thongs or sandals are not suggested, due to the active nature programs. Please be aware that even though precautions are taken, some activities may result in stains on clothing. If you wish, your child may change into play clothes after school; however, they still **MUST** follow the school's dress code. To help ensure that all backpacks and jackets go home with the right child, please label all items brought to program with your child's first and last name.

What NOT to Bring

The City of West Sacramento is not responsible for lost or stolen items. Please make sure your child does not bring the following items:

1. Toys
2. Electronics
3. Weapons
4. Inappropriate material
5. Items worth monetary value

Club West participants may have certain electronic devices, if it becomes an issue participants will be asked to put items away. Please talk to Angie Peña, Recreation Coordinator, for additional information.

Cell phones are not necessary, if you need to reach your child, please contact the site phone.

Supply Donations

Those household items you may throw away could be very valuable to our staff and participants. Sites often look for items like milk cartons, baby food jars, paper towel rolls, and magazines for arts and crafts projects. Speak to your child's site if you have unwanted items, you think our staff may find useful. Keep an eye out for requests!

Health/Wellness

Children who are ill or have a contagious disease (i.e., chicken pox, pink eye) are not allowed to attend KidZone or **Club West** while infected. We offer very active programs and if children are too sick to participate in the full program, they need to be kept home. If your child becomes ill at



program, you will be notified and must arrange to have your child picked up immediately. Please notify the staff if your child has been exposed to any contagious disease or condition (measles, chicken pox, lice, etc.), so we can notify other parents immediately. You will also be notified if your child is injured.

COVID Guidelines

The ASES Program will follow WUSD Covid Protocols. All students and staff are required to wear facemasks indoors and outdoors. We also ask for your understanding that our program is continually evolving, and practices and procedures may change as updated guidance and better practices are identified. The guidelines and protocols outlined in this handbook provide the minimum standards that must be maintained to operate childcare programs in accordance with the face masks and sanitation protocol as defined in the existing order of the Yolo County Health Officer. These guidelines also align with the CDC Guidance for Child Care Programs. These guidelines are subject to change based on changes in local, state, and federal direction related to COVID-19. In order to attend program a COVID-19 Waiver must be signed by all parents/guardians (last page of packet, also provided on the eForm).

Please [click on this link](#) for more Covid related information.

Children Groups

Each location is supervised by a Program Site Leader, Assistant Site Leaders, Program Leaders and Recreation Aides. Our grant guidelines require a 1-20 staff to student ratio.

Our staff are trained in a variety of different areas such as: CPR & First Aid, sanitation and COVID-19 prevention protocols, behavior management, implementing age appropriate activities and keeping the program fun!

Student Pick Up

Detailed pick up information will be specific to each site. Special pick up procedures have been put into place to reduce possible exposure and prevent close congregation. Children must be picked up by a parent/guardian. It is requested that the same parent/guardian drop off and pick up as often as possible to limit interactions with multiple persons in the drop off and pick up area. **Current face-covering requirements will be enforced.**

Daily At Home Health Screenings

Children with a temperature of 100 degrees or higher or who are exhibiting any of the following symptoms will not be permitted to attend the program.

Symptoms include cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat and/or vomiting.



Health Policies and Recommendations

The current Sacramento Health Order recommends excluding children who have underlying medical conditions that could put them at higher risk for severe illness from COVID-19. Children in this category should consult with their doctor before enrolling in this program. Children with allergies, medical conditions, disabilities, or other pertinent health related information should include this information on their Child Information Form and emailing the Program Coordinator is recommended.

If your child has been exposed to a confirmed case of COVID-19, families will be notified immediately. Sick staff and children may not return until they have consulted with their doctor about resuming public activities. A record that a doctor was consulted, or negative test result may be required to return program.

If a child gets sick while at program, they will be immediately sent home. Sick children will be placed in a designated area until they are picked up. Failure to pick the child up within 1 hour of the illness notification will result in possible suspension or disenrollment of the child. We request that the child stay home until their symptoms have subsided without the use of medication.

COVID-19 Related Concerns

Facilities and Equipment

In addition to daily cleanings, disinfection of highly touched surfaces will occur throughout the day, including but not limited to equipment, tables, chairs, and restrooms. EPA approved disinfectants and cleaning products will be used by staff.

Child and Staff Hygiene

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

- Students will be required to follow the most recent CDC mask guidelines. Your child will need to bring their own face mask.
- Staff will be required to follow the most recent CDC mask guidelines.
- The staff will encourage and support good hygiene hand washing habits with the children. Children will wash their hands with soap and water for 20 seconds or will use hand sanitizer with at least 60% alcohol content if soap and water is not available. Hand washing take place multiple times throughout the day.
- Children will be required to keep their hands to themselves, and physical distancing will be encouraged.
- All children and staff should cover coughs and sneezes and wash hands right after doing so.
- Children are not allowed to bring any food or snacks. No one will be allowed to share food.
- To mitigate possible cross-contamination, please do not send your child(ren) to program with personal items outside of items required for learning.
- Children will need to bring their own water (clearly marked with first and last name).



KidZone/Club West Contacts

Elkhorn	(916) 533-2499	Westfield	(916) 533-2293
Riverbank	(916) 281-1033	Westmore	(916) 533-2854
Stonegate	(916) 533-2297		

After School Schedule

Monday- Friday

Regular days: 2:30 pm to 6:00 pm (and at the release of extended day kinder)

All minimum days: directly after school to 6:00 pm

Holidays/Breaks (NO PROGRAM):

September:

6th - Labor Day

November:

11th - Veterans Day

22nd - 26th - Thanksgiving Break

December:

20th – Jan 5th - Winter Break

January:

17th - Martin Luther King Day

February:

17th- District In-service

18th – Lincoln's Birthday

21st - President's Day

March:

18th- No School

April:

1st – Cesar Chavez Day

11th – 18th- Spring Break

May:

30th - Memorial Day

Contact Information

Jennifer Hall
Recreation Supervisor II
jenniferh@cityofwestsacramento.org

Angie Peña
Recreation Coordinator
angiep@cityofwestsacramento.org

Dr. Jay Berns
WUSD Program Contact
(916) 375-7604
Jberns@wusd.k12.ca.us

Rahele Atabaki
WUSD Program Contact
(916) 375-7604 x 1306
ratabaki@wusd.k12.ca.us



COVID-19 RELEASE AND ASSUMPTION OF RISK

The novel coronavirus, COVID-19, is a respiratory illness that is spread through the air via droplets from an infected person or by touching contaminated surfaces. It may cause severe illness, disability, and death, especially for seniors and persons with underlying health conditions. Children usually have mild symptoms, but they can infect persons in their household. Many who have the virus do not have any symptoms, which makes the virus even more contagious.

COVID-19 MITIGATION AND EXPOSURE RISK

The City of West Sacramento and Washington Unified School District are operating the ASES program under the guidelines set forth by the CDC and the state, as well as state and local public health officer orders. This includes daily check-in of all staff and children for any fever, practicing 6 ft. social distancing when feasible, wearing face masks, reminding children not to touch their face, frequently washing hands, and sanitizing high touch surfaces. Children tend to congregate and may not comply with social distancing, they share toys even when not permitted, and they put their hands on their faces. At an adult to child ratio of 1 to 14, it is not possible to ensure that children will constantly comply with the COVID-19 guidelines. Because it is a respiratory illness, there is a risk of exposure that a child could contract the virus while attending the program.



RELEASE AND WAIVER

Knowing the risks and in consideration of my child being permitted to participate in the ASES program,

I hereby agree to the following:

1. I will not send my student to program if my child or any person in my child's household: (i) has been next to a person with COVID-19 within the past 72 hours, or (ii) has any COVID-19 symptoms which include fever, chills, cough, sore throat, runny nose, shortness of breath, loss of taste or smell, muscle pain, abdominal pain, rash, bloodshot eyes, unusually fatigued, vomiting, or diarrhea, even if you think it's just a cold or allergies.
2. On behalf of myself, my child, and other members of my household; we voluntarily waive, release, and discharge the City of West Sacramento and Washington Unified School District and its respective officers, employees, contractors, and volunteers, (collectively "Releases") from all claims, actions, or demands of any kind, nature, and description (collectively "Claims"), including Claims for damages for medical care and personal injury, including disability and death, which I, my child, and any other member of my household may have now or in the future against Releases arising out of or in any way related to or connected with the participation of my child in the program which results in contracting COVID-19, Multisystem Inflammatory Syndrome in Children, or related illness.
3. This release is intended to discharge, in advance, Releasees from any and all liability arising out of or connected in any way with my myself, my child, or any other member of my household contracting COVID-19 or a related illness even though that liability may arise out of negligence or carelessness on the part of Releases in ensuring strict compliance with the COVID-19 requirements. I further understand and agree that this COVID-19 Release, and Assumption of Risk is binding on me and my child, and all other members of my household, and our respective heirs, executors, administrators, and assigns.

I have read this COVID-19 Release and Assumption of Risk and understand that I, and on behalf of the members of my child's household, are giving up substantial rights by signing it, and I am hereby attesting to the fact that I am representing the members of my child's household and I signed it voluntarily.

Signature: _____ Date: _____

Parent or Guardian Printed Name: _____

Name(s) Participant: _____





City of West Sacramento Parks & Recreation

1110 West Capitol Avenue, First Floor • West Sacramento, CA 95691

Phone: (916) 617-4620 • Fax: (916) 372-5329

Registration Form

Parent/Adult Contact Information:

Name (Last, First): _____ Email: _____

Street Address: _____ City: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Financially Responsible Party: _____ Home Phone: _____

If different than main account holder

Emergency Contact (not parent): _____ Relationship: _____ Phone: _____

Emergency Contact (not parent): _____ Relationship: _____ Phone: _____

Are there any specific accommodations desired/needed to provide the fullest participation in this activity (as related to medical condition, medicine, allergies; and/or developmental, physical, mental, learning, hearing, visual, or other specific considerations)? ☐ **YES**, please explain: _____ ☐ **NO** If YES, please arrange an appointment after registration to further discuss appropriate accommodations. Our goal is to ensure the fullest involvement and benefit possible to all participants.

Participant Name	Gender	Birth date	Activity Name	Dates
			KidZone/Club West	2021/2022 School Year
			KidZone/Club West	2021/2022 School Year
			KidZone/Club West	2021/2022 School Year
			KidZone/Club West	2021/2022 School Year
			KidZone/Club West	2021/2022 School Year

In consideration for myself and my minor child(ren) being permitted by the said City to participate in the above listed activity (a more detailed description can be found in the registration system under the activity number and will also be available on your activity receipt) each of us hereby waives, releases, and discharges any and all claims for damages for personal injury, death, or property damage me or my minor child(ren) may sustain or which may occur as a result of my or my minor child(ren)'s participation in said activity. I understand and agree that:

1. This release is intended to discharge in advance the said City (its officers, employees, or agents) from and against any and all liability arising out of or connected in any way with the participation of me or my minor child(ren) in said activity, even though that liability may arise out of negligence or carelessness on the part of said City (or its officers, employees, or agents).
2. Each of us understands that the described activity may be of a hazardous nature and/or include physical and/or strenuous exercise or activity.
3. That serious accidents occasionally occur during the above-described activity; and that participants in the described activity occasionally sustain mortal or personal injuries and/or property damages as a consequence thereof; "In addition to other accidents, both serious and minor, that can happen when children play, I also recognize the risk of a concussion and acknowledge receipt of the City's head injury info sheet..."
4. Knowing the risks involved, nevertheless each of us agrees to assume all risks of injury and to release and hold harmless the said City (its officers, employees, or agents) who through negligence or carelessness might otherwise be liable to me or my minor child(ren). It is further understood that this waiver, release, and assumption of risk is to be binding on the heirs and assigns of the undersigned. Legal guardians of a participant in a youth sports program acknowledge the risk concussions and agrees to comply with the City's youth concussion protocol in compliance with California's Assembly Bill 2007.
5. Each of us further agrees to indemnify and to hold the said City (its officers, employees, and agents) free and harmless from any loss, liability, damage, cost or expense which they may incur as a result of any injury and/or property damage which myself or my minor child(ren) may sustain while participating in activities, programs and events.
6. I certify that I have custody or am the legal guardian of said minor by court order.
7. I further agree to reimburse or make good any loss or damage cost that said City (its officers, employees, or agents) may have to pay if any litigation arises on account of any claim made by myself or my minor child(ren) or by anyone on behalf of said minor.
8. I agree that in the event said minor requires medical or surgical treatment while under the supervision of said City's recreation personnel in connection with the described activity, such supervisor may authorize treatment.
9. I also agree to pay all medical, hospital, or other expenses which said myself or my minor child(ren) may incur as a result of such treatment.



10. I expressly permit said minor child to travel by private automobile to activities and events related to the described activity.
11. Activities are not childcare as defined by the State of California.
12. I give consent to the City of West Sacramento to photograph or videotape me or my minor child(ren). I understand the pictures or video may be included in the promotion of all City programs.
13. : I, [redacted] (initial) further agree this waiver is valid for the entire 2020/2021 School Year.
I have carefully read this Waiver of Liability, Medical Release, and Indemnification Agreement, and fully understand its contents. I am aware that this is a release of liability and a contract between myself and the said City and I sign it of my free will.

Signature of Adult _____

Printed Name _____

Date _____

Concussions affect each child and teen differently. While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' health care provider if their concussion symptoms do not go away or if they get worse after they return to their regular activities.



Discuss the risks of concussion and other serious brain injury with your child or teen and have each person sign below.

- ☐ I learned about concussion and talked with my parent or coach about what to do if I have a concussion or other serious brain injury.

Participants Name Printed: _____ Date: _____

Athlete Signature/acknowledgement: _____

- ☐ I have read this fact sheet for parents on concussion with my child or teen and talked about what to do if they have a concussion or other serious brain injury.

Parent or Legal Guardian Name Printed: _____ Date: _____

Parent or Legal Guardian Signature: _____

PROGRAM/BEHAVIOR CONTRACT

This portion must be completed and submitted to your Site Leader.

I have read the Parent Handbook and fully understand its content. Furthermore, the significance of these standards has been explained to the youth participant. By enrolling my child in KidZone/Club West programs, I understand and agree that we will follow all rules and regulations of program as a condition of enrollment.

Parent/Guardian Signature

Parent/Guardian Name (printed)

Date

Participant Signature

Participant Name (printed)

Date