

Tab 1

Discovery Parent Handbook and Parent Agreement for the 25/26 School Year

CONTACT INFORMATION

Auburn Elementary Discovery Club- 530-401-2243

AuburnDiscoveryClub@auburnrec.com

Newcastle Elementary Discovery Club-530-320-0109

newcastleDiscovery@auburnrec.com

Skyridge Elementary Discovery Club- 530-401-4479

SkyridgeDiscovery@auburnrec.com

Youth Services Coordinator

Kasey Casl-530-863-4618- kcasl@auburnrec.com

Youth Services Manager

Mark Brunner 530-863-4615- mbrunner@auburnrec.com

AGES OF CARE

Discovery Clubs and Camps are available for children enrolled in TK or kindergarten through sixth grade. Some locations may enroll 6th, 7th, or 8th graders depending on space or availability.

DAYS AND HOURS OF OPERATION

Auburn Elementary Discovery Club

Before School: 7:00am to school start time

After School: School dismissal time to to 6pm

Newcastle Elementary Discovery Club

After School: School dismissal time to to 5:30pm

Skyridge Elementary Discovery Club

Before School: 7:00am to school start time

After School: School dismissal time to to 6pm

Discovery School Year Camps

Full day: 7am-5:30pm
Discovery Summer Day Camp
Full day: 7am-5:30pm

When the program closes according to the times listed above, this means that staff will be locking the door and exiting the building at that time. There is a \$1.00 per minute late fee beginning at 5:31 or 6:01 by the site clock. Payment of the late fee will be automatically charged to the credit card on file or invoiced to your Civic Rec account and due immediately. Consistently late pick-up may result in termination of child care.

ONLINE REGISTRATION AND PAYMENTS

There is an annual, non refundable, \$40 registration fee. This covers the immediate family from opening day, the first day of school through closing day, the last day of school, for Discovery Club and Discovery Day Camp's school break care. Discovery Club only operates at the school site when school is in session. It is closed for teacher in-service days and holidays. If you need care when school is not in session, you may contract with Auburn Recreation District for our Discovery Day Camp which is a separate recreation program. Discovery Day Camp operates during most scheduled school closures, such as winter or Spring Break, but may not be available for every school closure. It is closed on major holidays.

We utilize CivicRec as an online portal for registration and payments. Please read and agree to the following statements about payments and registration.

All payments must be made online, including late fees. No payments will be accepted on site. If your payment is not received, we may fill that spot and there may not be space available for you to enroll for that time. Outstanding balances will interrupt service and place a hold on registration for all programs and classes offered by Auburn Area recreation & Parks district until paid in full.

Payments are due online by midnight by the due date provided. Payments received after the due dates are considered late and will incur a \$30 late fee. In addition, if payment is not received by the due date, the student will not be admitted to the program until payment is made.

Days may not be changed, switched, or moved once payment is due or received. Parents will not receive credit or refunds for unused days or routine appointments except in the event of a medical emergency or dental emergency with a doctor/dentist's note stating specific dates his/her child may not attend.

14 days written notice is due prior to billing due date on any changes to the contracted schedule. If you fail to give 14 days notice you will still be required to pay for the contracted day(s) even if your child(ren) does not attend.

DROP-INS

Bringing your child to camp without paying in advance is considered a "drop-in". Drop-ins are not allowed unless you have pre-arranged in advance and been given permission by the Site Director or Program Manager/Coordinator. Drop-in fees will apply.

Drop-ins without permission may lead to program expulsion.

CO-PARENTING

We understand that co-parenting/parents with separate households, poses several challenges to parenting. We are sympathetic to these inherent difficulties, but please note, ARD will not mediate parental disputes, schedules or conflicts. It is up to the parents to share information, updates and changes to our agreements with each other. Special split-family payment arrangements may be requested with program manager approval. In these cases, each parent will need to establish a separate online account to pay for split invoices. In all other cases, the parent that establishes this contract with ARD is responsible for payments.

CLOSURES

Our program is subject to closures due to severe weather, snow days, power outages, or other circumstances beyond the program's control, and no credit or refunds will be issued for those days.

Planned Closures

2025

Staff Development Days: Aug 11 and 12, 2025(Auburn Union School District only)

Labor Day

November 10th, 2025

Veterans Day

Thanksgiving Day and the day after

Christmas Eve

Christmas Day

2026

New Year's Day

Dr. Martin Luther King Day

President's Day

Memorial Day

Staff Development Days: June 4 & June 5th 2026 (Newcastle Elementary only)

Staff Development Days: June 8th and 9th, 2026

Independence Day

ILLNESSES

You will not send your child to our program if they are experiencing any of the following symptoms: Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • New loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea • any illness or ailment known to be contagious.

You will not send your child if they have had a fever in the last 24 hours or have been medicated for fever in the last 24 hours.

You will not send your child if they have vomited in the last 24 hours.

You must notify the Site Director ASAP if your child develops any of these symptoms.

SIGN IN AND OUT PROCEDURES

Our program utilizes an electronic sign in/sign out procedure. Parents and authorized guardians will be issued a PIN to check your child in/out of the system. These PINs are only to be shared with the authorized adults who may remove your child from our facilities. Via the registration process, you provide a list of emergency contacts. This authorizes them to pick up your child. Parents are expected to share your PIN with them as they will not be able to pick up unless it has been provided. In the event that an authorized adult IS on your list but does not have a PIN, photo ID will be checked in order to release your child. For safety reasons, the photo ID of any adult picking up a child in our program may be checked at any time. The parent/guardian will notify all authorized adults to carry photo ID at pick up.

ABSENCES

If your student will be absent from the program you are required to inform the site director before the time when the student would normally be expected to arrive. For the morning program please notify the Site Director as early as possible. For the afternoon program please notify as early as possible and before school dismissal time.

NON-DISCOVERY ACTIVITIES

If your student will be participating in a non-Discovery Club activity on school campus before reporting to Discovery, you are required to notify us in writing stating the date/time your child will be attending. Please note that we are not responsible for your child until they report to us.

MEDICATIONS/ALLERGIES

Students may not carry medications, including over the counter medications such as cough drops or eye drops. Leave ALL medications with the Director and complete a meds permission form.

Please alert staff to any allergies your child may have. If a parent wishes to leave an Epi-Pen for severe allergies, they must complete the medication paperwork. The parent is responsible to monitor the expiration date on Epi-Pens and provide new ones when necessary.

FOOD

Our programs offer an afternoon snack. If you are enrolled in before-school care they will also offer a morning snack. If preferred, or if your child has an allergy or food intolerance, you will provide the snacks for your child. Breakfast, morning snack (unless enrolled in a before-school program), and lunch will need to be provided by the parent. More information can be provided upon request.

Please bring a water bottle daily.

SUBSIDIZED CARE

Parents/authorized representatives receiving subsidized care must comply with regulations and procedures in a timely manner to ensure payment to the program. Failure to complete paperwork properly, communicate with staff in a timely manner, or to use service that is not approved will result in termination of care. The parent/authorized representative will be personally responsible for any payment that the subsidy agency does not cover. It is especially important, due to reporting requirements, that parent/guardians notify the site of any and all absences. If your student will be absent from the program you are required to inform the site director before the time when the student would normally be expected to arrive. For the morning program please notify the Site Director as early as possible. For the afternoon program please notify as early as possible and before school dismissal time. If the site is not notified, staff are required to document absences as “no call-no show” absences and submit them to PCOE.

WITHDRAWING FROM THE PROGRAM

If you want to be released from this agreement, you must give a 30-day notice in writing to the Program Manager/Coordinator stating that you are withdrawing from the program. Credits or refunds will not be given for days already scheduled/contracted for. Outstanding/pending charges will still apply. We cannot guarantee that there will be space available if you wish to re-enroll at a later time during the year.

TERMINATION OF SERVICE

Service may be terminated immediately due to unpaid fees, consistent late pick-up, non-compliance with subsidy regulations and procedures, an unsatisfactory working relationship with parent and/or child, situations posing a health or safety hazard to themselves or others, removing a child from the site without following our sign-out procedures. If ARD requires removal of your child from our program due to behavior or safety issues, refunds will be issued per ARD policy.

Any unpaid fees may be sent to collections.

DISCOVERY BEHAVIOR AGREEMENT

In order to properly maintain a safe and healthy environment for all children attending, all students must:

1. Be able to understand and follow basic directions and rules of the program.
2. Remain with staff at all times in order for staff to maintain proper supervision and ensure safety.
3. Be able to maintain basic self-control to ensure the safety of themselves and others in the program.
4. Be able to respect the rights, privacy, and property of others.
5. Be able to handle their own basic personal hygiene/toileting needs.

PERSONAL ITEMS

Students may not carry cell phones or bring smart watches to the program. Students may bring electronics on certain prearranged or approved days, and may lose the privilege if the guidelines for usage are not followed. Students may

not bring or wear material with offensive or violent lyrics, inappropriate language or subject matter. Discovery Club is not responsible for lost, broken or stolen items. Please leave valuables and large sums of money at home.

Backless shoes are not allowed; shoes must be safe for play.

FIELD TRIPS & TRANSPORTATION

Parents will be notified well in advance of any field trips and whether additional costs will be incurred. No additional permission forms will be provided. (See “Agreement, Waiver and Release”) Field trips may be walking trips, or transported by public transportation, or by school bus. Children are never transported in private vehicles. Staff will accompany children on all buses.

PHOTOGRAPHIC RELEASE:

I understand that photographs may be taken during this activity and hereby grant the District permission to use any such photo(s) for advertising or in promotional materials, **INCLUDING SOCIAL MEDIA. (opt out option)**
Agree/Disagree/For classroom use only

CONSENT, WAIVER, AND RELEASE

I hereby consent that my son/daughter may participate in the above-referenced activity, and I hereby execute the above Agreement, Waiver, and Release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the District(including its officers, employees, volunteers, and agents) free and harmless from any loss, liability, damage, cost, or expense which may arise out of or connected in any way with said minor’s participation in said activity.

In consideration for being permitted by the District to participate in the above-referenced activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the District (including its officers, employees, volunteers, and agents) from any and all liability arising out

of or connected in any way with my participation in said activity, even though that liability may arise out of active or passive negligence or carelessness on the part of the persons or entities mentioned above. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs, administrators, executors, and assigns and that I shall indemnify and hold the District (including its officers, employees, volunteers, and agents) free and harmless from any loss, liability, damage, cost, or expense which may arise out of or connected in any way with my participation in said activity. Additionally, I fully understand that my participation in the above-referenced activity exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses, and/or property damage. I hereby acknowledge that I am voluntarily participating in this activity and agree to assume any such risks.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE ABOVE DISTRICT AND I SIGN IT OF MY FREE WILL. I AGREE TO ABIDE BY THE POLICIES AND PROCEDURES FOR THE SCHOOL YEAR.

I understand that pursuant to Health and Safety Code Section 1596.853:

(A) Any person may request an inspection of any child day care facility in accordance with the California Child Day Care Facilities Act by transmitting to the department notice of an alleged violation of applicable requirements prescribed by the statutes or regulations of this state. A complaint may be made either orally or in writing. (B) The substance of the complaint shall be provided to the licensee no earlier than at the time of the inspection. Unless the complainant specifically requests otherwise, neither the substance of the complaint provided the licensee nor any copy of the complaint or any record published, released, or otherwise made available to the licensee shall disclose the name of any person mentioned in the complaint, except the name of any duly authorized officer, employee, or agent of the department conducting the investigation or inspection pursuant to this chapter. (C) Upon receipt of a complaint, the department shall make a preliminary review and, unless the department determines that the complaint is willfully intended to harass a licensee or is without any reasonable basis, the department shall make an onsite inspection within ten days after receiving the complaint, where the visit would adversely affect the licensing

investigation or the investigation of other agencies, including, but not limited to, law enforcement agencies. In either event, the complainant shall be promptly informed of the department's proposed course of action.

I understand that pursuant to 101200.(b) & (c):(b)

The Department has the authority to interview children or staff, and to inspect and audit child or child care center records, without prior consent.(1) The licensee shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the child care center.(c) The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.