Welcome to The 4th "R"!

Dear Parents/Guardians,

We are a recreation-based child care program, licensed by the State Department of Social Services. Our qualified staff provide a wide variety of group and individual activities to enhance your child(ren) physical, social and emotional development. At The 4th "R" your child(ren) will have unique experiences such as: singing and dancing, creative artistic expression, participation in active games and sports, involvement in dramatic productions, cooking and nutrition, science, nature exploration, and local and out-of-town field trips.

We welcome you as a part of The 4th "R" family. It is the friendships of parents/guardians, children and staff that make The 4th "R" program a success.

Thanks!

Your 4th "R" Staff

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4th “R” Admin. Mailing Address
City of Sacramento, 4th R Program
Sacramento City Hall
915 I Street, 3rd Floor
Sacramento, CA 95814

4th “R” Administration Location
4th R Program 1000 I Street,
Suite 120 (SE corner of 10th & I)
Sacramento, CA 95814
DAYS AND HOURS OF OPERATION
We are open 7:00 a.m. to 6:00 p.m. Monday through Friday. The 4th “R” operates during summer, winter & spring breaks. We are closed for official City holidays (see Registration Form for a listing of dates of program closure).

LOCATIONS
The 4th "R" sites are located at elementary schools throughout the Sacramento area. Our administrative office can be reached by calling 916-808-6021 and is located at 1000 I Street, Suite 120 (SE corner of 10th & I), Sacramento, 95814. Our FAX # is (916) 529-4162.

You are also invited to visit our website at www.4thRChildCare.com.

Natomas School District
H. Allen Hight
3200 North Park Drive
Sacramento, CA 95835
(916) 566-6422
License # 343615334

Heron
5151 Banfield Drive
Sacramento, CA 95835
(916) 566-1520
License # 343614095

Natomas Park
4700 Crest Drive
Sacramento, CA 95835
(916) 264-1064
License # 343605744

Paso Verde
3800 Del Paso Road
Sacramento, CA 95834
(916) 566-4496
License # 343621995

Twin Rivers School District
Regency Park
5901 Bridgecross Drive
Sacramento, CA 95835
566-3636
License # 343610711

Two Rivers
3201 W. River Drive
Sacramento, 95833
(916) 566-2441
License # 343606960

Witter Ranch
3790 Poppy Hill Way
Sacramento CA 95834
(916) 566-1559
License # 343610146
Sacramento City School District

Caleb Greenwood
5457 Carlson Drive
Sacramento, CA 95819
(916) 277-6185
License # 340310094

O.W. Erlewine
2441 Stansberry Way
Sacramento, CA 95826
(916) 277-6104
License # 340311930

Crocker Riverside
2970 Riverside Blvd.
Sacramento, CA 95818
(916) 264-8385
License # 340310500

Hollywood Park
4915 Harte Way
Sacramento, CA 95822
(916) 277-6186
License # 340310092

Phoebe Hearst
1410 60th Street
Sacramento, CA 95819
(916) 277-3840
License # 343604900

Genevieve Didion
6490 Harmon Drive
Sacramento, CA 95831
(916) 433-6675
License # 340311928

Hubert Bancroft
2929 Belmar Street
Sacramento, CA 95826
(916) 277-6100
License # 340311929

Pony Express
1250 56th Avenue
Sacramento, CA 95831
(916) 433-6678
License # 340310095

Golden Empire
9045 Canberra Drive
Sacramento, CA 95826
(916) 228-3209
License # 343604770

Alice Birney Waldorf
Inspired K-8 School
6251 13th Street
Sacramento CA 95831
(916) 433-6318
License # 343607063

Sequoia
3333 Rosemont Drive
Sacramento, CA 95826
(916) 277-6105
License # 340312840

Sutterville
4967 Monterey Way
Sacramento, CA 95822
(916) 277-6103
License # 340310097
POLICIES

REGISTRATION
To register your child in The 4th "R" Program, the parent/guardian must complete the Registration Agreement Form and pay the registration fee and first month of care. The Registration fee is non-refundable.

The following forms must be completed and returned to the Program Coordinator on or before the child's first day of attendance:

- Registration Agreement Form
- Emergency & Identification Information Card
- Health History Report
- Needs Assessment Questionnaire
- Family Profile
- Personal Rights
- Parent's Rights

At the time of registration, we request that parents inform the Program Coordinator of any custody, legal issues or other special circumstances involving his/her child (ren) and provide copies of appropriate documentation for their child(ren)’s file. It is important that we are aware of any potential situations or difficulties that may arise in order for us to better meet each child's needs and to ensure his/her safety. Please notify the staff immediately if there are any changes to you or your child/rens’ emergency contacts such as: address, phone #’s (home, work or emergency) and email address.

SPECIAL CIRCUMSTANCES FORMS
These special circumstances forms are used on an "as needed" basis:

- Medication Administration Form
- Field Trip Permission Form
- Registration Amendment Form (due by the 15th of the month prior to care)
- Special On-Campus Activities Sign-In/Out Permission Form
POLICIES

PAYMENTS
Full payment for each month is due to the administration office on the 1st calendar day of the month and is considered late after the 7th calendar day of the month. Fees mailed must be received by the 7th of the month. A $25.00 late fee will be charged for payment received after the 7th calendar day of the month. If all monies due have not been received by the 10th of the month, disenrollment will immediately occur. Re-registration will be allowed if space is available and all outstanding bills are paid in full. Monthly category fees and accrued fees are final. Fees are not prorated and there are no refunds or credits for unused hours/days or for disenrollment due to participant/parent behavior. If you want to change your monthly category, you must fill out an amendment form. Your monthly category amendments are due by the 15th of month prior to care and are to be submitted directly to the Program Coordinator at the site.

PAYMENT OPTIONS
The following forms of payment will be accepted by The 4th “R” program: money order or check made payable to the City of Sacramento, Visa, MasterCard, Discover, and AMEX. Registration & first month fees should be paid at the sites. All monthly payments thereafter must be mailed to The 4th “R” Administration office at 915 I Street, 3rd Floor, Sac. CA 95814 or made online via click to pay (see site for details).

CASH IS NOT ALLOWED AS A FORM OF PAYMENT.

RETURNED CHECKS/DECLINED EFT:
A $25 fee will be assessed for returned check payments or a declined EFT. After your first returned check, we will not accept any additional checks under this contract year.

FEES AND OTHER CHARGES
In the event that a child is not picked up by 6:00 p.m., the parents/guardians will be charged $5.00 (per child) for every 5 minute increment that (s)he is late.

Example: 1-5 minutes late = $5  6-10 minutes = $10  11-15 minutes = $15
16-20 minutes = $20  21-25 minutes = $25  …and so on

Payment for late pick-up will be assessed on the next billing cycle. Please note that four late pick up charges within a contract year will result in disenrollment from the program. After 45 minutes, CPS or the police will be called.

TAX INFO - TAX ID # 946000410
Please save all receipts from your site for income tax time. This will serve as your formal record when figuring your tax return.
POLICIES

CHECK IN / CHECK OUT
Authorized persons listed on the Emergency Card are required to check children in and out of the facility in order for the child(ren) to be considered in attendance for that day. Children must arrive/departed with a parent/guardian or authorized adult a person over 18 years of age. For their safety, children will not be allowed to walk independently to or from the parking lot. The 4th “R” Child Care Program is legally required to have each child checked in and out of the program by an authorized parent/guardian or authorized pick-up using a full legal signature.

Safety is the top priority of each center. To keep children safe we must follow the 4th “R” and Title 22 rules. Section 101229.1 of Title 22 California Code of Regulations states “The name of the person who picks up the child must be on file in the child’s record. This ensures that the child leaves your center only with their parent or the parents’ authorized representative.”

The 4th “R” centers CANNOT legally release a child to anyone without advance written authorization from a parent/guardian, and any adult must be prepared to provide a photo ID when entering our centers.

Acceptable advance pick up notification can be a signed and dated handwritten note, an email to the site, or a fax with the date and signature. If an unauthorized adult comes to 4th “R” to pick up a child, they will be asked to wait while the staff attempts to contact the parent/guardian to verify the pick up. This policy is in effect for ALL adults that intend on picking up children from the 4th “R” Program.

SPECIAL ACTIVITIES SIGN-IN/OUT PERMISSION FORM
Children may not leave the program while attending The 4th "R" unless they are participating in on-campus supervised programs like Scouts, summer school, sports teams, music classes and such. Written authorization by the parent/guardian is due prior to attendance and must be submitted to the Program Coordinator. Permission forms for these special activities are available at your 4th "R" site. These forms must be used for special, temporary situations, and cannot substitute for parent/guardian’s responsibility to sign child in or out of the program.
HEALTH

SICK CHILDREN: Do not bring your child to The 4th "R" if (s)he is ill. If your child becomes ill while at The 4th "R", parents/guardians will be notified and asked to come and pick up the child(ren). If parents/guardians cannot come and get the child, an emergency designee will be notified. We understand it is difficult to leave work, so we suggest that alternative arrangements for your child’s care be made in advance. In either case, the child(ren) needs to be picked up within one hour of notification. The 4th "R" is not responsible for finding alternative arrangements for your ill child(ren) and failure to respond appropriately to the request to pick up your child may result in disenrollment from the program.

MEDICINE:

Children may not bring medicine to The 4th "R". If it is absolutely necessary that a physician's prescribed medication be taken by a child, it may be brought in by the parent/guardian. The 4th "R" program must be given their own supply of medication (in original prescription container), separate from the school. Prescribed medication may be administered by the Program Coordinator, Program Developer or Out-of-Class Staff only with a written statement from the physician detailing the method, amount and time schedules by which the medication is to be taken. A written statement from the parent must be included indicating the parent/guardian authorization and desire that the medication be given as directed by the physician. Over-the-counter medication also requires authorization from your doctor. Authorization forms are available at your site or on line at www.4thRChildCare.com , please obtain the form before you go to the physician.

LICE: Children who have had lice must be nit free before they return to The 4th”R” program.
PARTICIPANT BEHAVIOR
Each participant is encouraged through a variety of program components to enjoy his/her leisure time by selecting activities to further his/her social, emotional and physical development... and of course... to have FUN!!!

While enjoying the program, the child/ren must be able to get along with others (both children and the staff), as well as abide by the rules of The 4th "R" and the school site on which the program operates. The children who cannot "get along" will not be permitted to continue in attendance. Site staff will make every effort to help each child in the development of positive relationships with other children and staff. In addition, the program staff will keep parents/guardians aware of any progress or areas of concern regarding his/her child. If a problem should occur with a child, the following steps will be taken in attempt to remedy the situation:

A. Following the incident the parent/guardian will receive a written incident report and/or a telephone call to discuss the problem.

B. If the child’s behavior is such that he/she is disrupting the program, the parent/guardian will be contacted immediately and asked to pick up the child from the site. Anytime that a child’s behavior endangers another child or staff, that child will be suspended from the program a minimum of 1 day.

C. If the child's misbehavior continues, a conference will be held between the Program Coordinator and the parents/guardians.

D. The Program Supervisor and Coordinator will review staff interventions to ensure that all alternatives have been considered on behalf of the child.

E If satisfactory behavior does not come as a result of the above measures, the parent/guardian will be advised to seek child care services elsewhere within two weeks. (There will be no refund of monies paid). A six month waiting period will be observed before the child is considered for re-enrollment to the program.

F. The 4th”R’ program reserves the right to terminate enrollment in the program at anytime if the child(ren) behavior is determined by us to be a danger to themselves, staff, other children or the environment.

Note: The 4th “R” does not practice corporal punishment.
POLICIES

SUSPENDED FROM SCHOOL
During the school year, if a child is suspended from school, he/she is also suspended from The 4th “R” Program.

PARENT RESPONSIBILITIES
To ensure that your child's needs are met by our staff, we would like your help in the following areas:

Provide staff with complete, accurate and current information on all forms required upon registration of your child into The 4th "R". Please note that the Emergency Card must include authorized person(s) who are allowed and available to pick your child up from the facility. Please inform these people that they must show their photo ID in order to pick up your child.

Do not bring your child to The 4th "R" when they are ill. In addition, please be sure to inform staff if your child will be absent for any reason (i.e., illness, vacations, appointments, etc.).

Please notify staff in advance if your child's attendance schedule will be changing - either temporarily or permanently, resulting in any category changes. Requests for category changes must be made to the 4th “R” Administrative Office by the 15th calendar day of the month prior to care. This request must be made using the Registration Amendment Form.

Provide staff with information about special needs or circumstances regarding your child(ren) so that staff will be better able to accommodate your child's needs and provide an environment that enhances development. Examples of such circumstances include: information regarding allergies, physical limitations or needs, special diets and so forth. Each child will be expected to function within the 4th “R” structure (1/14 child/staff ratio). If necessary, the parent/guardian will be asked to meet with the Program Coordinator prior to the child’s enrollment.

Provide your child with a lunch. The 4th "R" does not provide meals, only snacks. On days when the school is closed, the cafeteria is also closed. Please pack non-perishable food items as The 4th “R” will not refrigerate, cook or heat any food items.

Be responsible to attend individual meetings/conferences when called by the Program Coordinator, to attend orientations, open house, family fun nights and other social events.

It is necessary for all persons/guardians/authorized individuals to conduct themselves in a respectful and mature manner when at The 4th “R” and Administration office. Failure to do so will result in the disenrollment of your child(ren) from the program.
EMERGENCY PLAN
During critical weather conditions or other local emergencies, you will be notified on whether you need to pick up your child or the next course of action. In case of emergency please call your site directly first and then our Administrative office at 808-6021.

STATE LICENSING VISITATIONS
State Licensing which governs our program through *Title 22* or *Title 5* will be making periodic visitations to all 4th “R” sites to evaluate the program to ensure we are in compliance. The Licensing Analyst may speak with any 4th “R” participants during these visitations.

4th “R” WAITING LIST POLICY
To register for the program, call or visit the 4th “R” child care program of your choice. If the site is at full licensing capacity, you may request that the child’s name be added to the site’s wait list by filling out a waitlist form for each site you’re interested in. Each 4th “R” location has its own individual waitlist and the number of spaces per grade/per site differs from site to site. **We reserve the right to handle special cases accordingly.** Spaces can be available at any time of the year and at any time of the month. It is solely the parents / guardian’s responsibility to update their contact information. Please contact the 4th “R” location to make any updates. When a spot becomes available, priority will be given to current siblings and/or currently registered and attending 4th “R” participants that are transferring from another site. Otherwise, parents/guardians are called in the order of the placement on the waitlist. Once your child has officially been offered a space and you would like to accept it, you will be required to fill out the required licensing paper work and pay the required registration fee and first month of tuition before your child can attend. Registration paperwork and fees must be completed within one week of the spot being offered. Failure to comply will result in your spot being forgone and given to the next on the wait list. In that case, your name will be dropped from the wait list. If you are called for a space and do not wish to take it at the time or do not respond within one week, your name will be removed from the waitlist. All waitlists are kept for the duration of the contract year (July 1 – June 30).
MEETING YOUR CHILD CARE NEEDS

While you’re away, we care for your child and we enjoy this line of work. One of the most important things we offer your child is a caring supportive atmosphere. We believe each child should receive respect from the staff and other children in the program. We give them smiles, encouragement, understanding, guidance and a helping hand. We CARE!

The 4th "R" staff desires to meet both the needs of the child and the parent/guardian. Child care is a team effort as both staff and parents/guardians work toward the positive development of the children. It is very helpful for the staff to know of your preferences and concerns. We encourage you to keep communication open with your site staff and to feel free to talk with them at any time about your child's experiences at The 4th "R". It is our goal to work towards the very best for your child!

The 4th "R" strives to provide your child with a quality program. Please feel free to contact your Program Coordinator with comments, suggestions or questions you may have; communication is key. You are always welcome to visit any of our program sites to see firsthand our 4th "R" team in action.

Thank you for placing your confidence in The 4th "R" program as an environment that will both enrich and care for your child!

The 4th “R” Philosophy Statement

The 4th “R” School-Age Child Care Program values recreation as an important foundation for children’s development. We believe in providing a safe, nurturing, and enjoyable atmosphere where school-age children can learn and grow through positive experiences. Our program is designed to meet the individual needs of children by supporting their emotional, physical, intellectual and social growth through developmentally appropriate recreation based curriculum. These activities will promote positive self-esteem and teamwork in an environment that is non-biased and child centered.