



Parent Handbook

City of
SACRAMENTO
Youth, Parks, & Community Enrichment

May 2020



Welcome to 4th "R"!

Dear Parents/Guardians,

We are a recreation-based child care program, licensed by the California 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 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, arts and crafts, cooking and nutrition, science, nature exploration, and local/out-of-town field trips.

We welcome you as a part of the 4th "R" family. It is the collaboration between, parents/guardians, children and staff that makes 4th "R" a success.

Thank you!

Your 4th "R" Staff

4th "R" Administration Mailing Address

City of Sacramento, 4th "R"
Sacramento City Hall
915 I Street, 3rd Floor

4th "R" Administration Location

4th "R"
Coloma Community Center
4623 T Street
Sacramento, CA 95819

City of Sacramento
Tax ID # 946000410

MEETING YOUR CHILD CARE NEEDS

One of the most important things we offer your child/ren 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 goals are to meet both the needs of the child and the parent/guardian. Child care is a team effort with both staff and parents/guardians working toward the positive development of the child/ren. It is very helpful for the staff to know 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 4th "R". It is our goal to work towards the very best for your child/ren.

4th "R" strives to provide your child/ren with quality programs. 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 our 4th "R" team in action.

Thank you for placing your confidence in 4th "R" as an environment that will both enrich and care for your child/ren.

4th "R" PHILOSOPHY STATEMENT

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 help to promote positive self-esteem and teamwork in an environment that is non-biased and child centered.



DAYS AND HOURS OF OPERATION

We are open from 7:00 a.m. to 6:00 p.m. Monday through Friday. 4th "R" operates during summer, winter & spring breaks. We are closed for official City holidays and staff in-service days (see Registration Form for a listing of closure dates).

LOCATIONS

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 4623 T Street, Sacramento, 95819.

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

Natomas School District

H. Allen Hight 4th "R"
3200 North Park Drive
Sacramento, CA 95835
(916) 566-6422
License # 343615334

Paso Verde 4th "R"
3800 Del Paso Road
Sacramento, CA 95834
(916) 566-4496
License # 343621995

Heron 4th "R"
5151 Banfield Drive
Sacramento, CA 95835
(916) 566-1520
License # 343614095

Two Rivers 4th "R"
3201 W. River Drive
Sacramento, 95833
(916) 566-2441
License # 343606960

Natomas Park 4th "R"
4700 Crest Drive
Sacramento, CA 95835
(916) 264-1064
License # 343605744

Witter Ranch 4th "R"
3790 Poppy Hill Way
Sacramento CA 95834
(916) 566-1559
License # 343610146

Twin Rivers School District

Regency Park 4th "R"
5901 Bridgecross Drive
Sacramento, CA 95835
(916) 566-3636
License # 343610711

LOCATIONS (cont.)

Sacramento City School District

Alice Birney 4th "R"
Waldorf Inspired K-8 school
6251 13th Street
Sacramento CA 95831
(916) 433-6318
License # 343607063

Caleb Greenwood 4th "R"
5457 Carlson Drive
Sacramento, CA 95819
(916) 277-6185
License # 340310094

Crocker Riverside 4th "R"
2970 Riverside Blvd.
Sacramento, CA 95818
(916) 264-8385
License # 340310500

Genevieve Didion 4th "R"
6490 Harmon Drive
Sacramento, CA 95831
(916) 433-6675
License # 340311928

Golden Empire 4th "R"
9045 Canberra Drive
Sacramento, CA 95826
(916) 228-3209
License # 343604770

Hollywood Park 4th "R"
4915 Harte Way
Sacramento, CA 95822
(916) 277-6186
License # 340310092

Hubert Bancroft 4th "R"
2929 Belmar Street
Sacramento, CA 95826
(916) 277-6100
License # 340311929

O.W. Erlewine 4th "R"
2441 Stansberry Way
Sacramento, CA 95826
(916) 277-6104
License # 340311930

Phoebe Hearst 4th "R"
1410 60th Street
Sacramento, CA 95819
(916) 277-3840
License # 343604900

Pony Express 4th "R"
1250 56th Avenue
Sacramento, CA 95831
(916) 433-6678
License # 340310095

Sequoia 4th "R"
3333 Rosemont Drive
Sacramento, CA 95826
(916) 277-6105
License # 340312840

Sutterville 4th "R"
4967 Monterey Way
Sacramento, CA 95822
(916) 277-6103
License # 340310097

POLICIES

REGISTRATION

To register your child/ren in 4th "R", you must complete and submit all necessary forms provided by 4th "R" prior to your child/ren's attendance, which includes: registration forms and licensing information. **New families must pay the registration fee and first month's tuition at the time of enrollment.** Enrollment is on a first come/first serve basis.

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

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

At the time of registration, we request that parents/guardians inform the site 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 Program Coordinator 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 on the **1st** calendar day of the month and is considered late after the **7th** calendar day of the month. Fees that are mailed to our administrative office must be received by the **7th** calendar day 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 **15th** of the month, disenrollment will immediately occur. Re-registration will be allowed if space is available and all outstanding fees 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/guardian behavior. If you would like to change your monthly category, you must fill out an amendment form. Category amendment forms (which are located at the site) are due by the 15th of month prior to care and are to be submitted directly to the site Program Coordinator.

PAYMENT OPTIONS

The following forms of payment will be accepted by 4th "R":

- Registration & first month fees must be paid at the sites by money order or check only.
- Visa, MasterCard, Discover, and AMEX or EFT draft
- Money order or check made payable to the City of Sacramento

Monthly payments can be mailed to:

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 and declined EFT's. After your first returned check we will not accept any additional checks, if you have a declined EFT, you will be terminated from the EFT draft program for the current contract year.

POLICIES

LATE PICK UP'S

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 they are 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 immediate disenrollment from the program. After 45 minutes, CPS or the police will be called. There are NO family/sibling discounts for late pick up fees. If payment for the late pick-up is not received by the 7th of the following month, a \$25.00 late fee will be assessed to your account.

TAX INFO - TAX ID # 946000410

A year end statement will be emailed to the email address on file at the end of January.

POLICIES

CHECK IN / CHECK OUT

Authorized persons listed on the Emergency Card are required to check children in *and* out of the site in order for the child/ren to be considered in attendance for that day. Children must arrive/depart with a parent/guardian or authorized adult over 18 years of age or older. For their safety, children will not be allowed to walk independently to or from the parking lot. **4th “R” 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 4th “R” and Title 22 rules and regulations. 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/guardian or the parents/guardian authorized representative.”

4th “R” centers CANNOT legally release a child to anyone without advance written authorization from a parent/guardian, and all adult’s 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 or an email to the site. 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 4th “R”.

SPECIAL ACTIVITIES SIGN-IN/OUT PERMISSION FORM

Children may *not* leave the program while attending 4th “R” unless they are participating in on-campus supervised programs such as: tutoring, Scouts, summer school, sports teams, music classes, etc. Written authorization by the parent/guardian is due prior to attendance and must be submitted to the site 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 the parent/guardian’s responsibility to sign child/ren in or out of the program.

MANDATED REPORTER TRAINING FOR STAFF

California law requires all employees working with children in a licensed child care program to be mandated reporters. Mandated reporters who know or reasonably suspects a child has been the victim of child abuse or neglect must report the suspected incident.

Information is available to parents on staff training and resources. 4th “R” employees are required to receive the mandated reporter training online before they start and attend an in-person training thereafter. Employees are required to renew their certification every 2 years.

POLICIES

HEALTH

SICK CHILDREN

Do *not* bring your child to 4th "R" if s/he is ill. If your child becomes ill while at 4th "R", parents/guardians will be notified and asked to come and pick up the child/ren. If parents/guardians cannot come, they must immediately send someone else. 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 need(s) to be picked up within one hour of notification. 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 within one hour may result in dis-enrollment from the program.

MEDICINE

Prior to enrolling any child who requires the administration of medications, the following requirements must be met:

- Written authorization from the child's physician and a valid prescription.
- Written authorization from the child's authorized representative. A parent/guardian must complete the 4th "R" Medication form.
- Medication, supplies and equipment must be in the original labeled container with the child's name on it and may not be expired.
- 4th "R" will maintain documentation of medication on a written log after every medication or service is administered.
- 4th "R" will have designated trained staff who will be appointed by the centers management and the child's parent/guardian. Trainings will be provided by the parent/guardian, Emergency Medical Services Authority, the Red Cross, safety videos and Sacramento City, Natomas and Twin Rivers Unified nurses. 4th "R" will have at least one trained staff member working at the facility or on any field trips away from the facility.
- The child's parent/guardian is responsible for providing all medication and supplies to 4th "R". Children may not transport medication back and forth to 4th "R" nor store it in their backpack, unless the directive is given by a medical professional in writing.

POLICIES

HEALTH

LICE

Children who have had lice must be nit free before they can return to 4th “R”.

PINK EYE

Children who have pink eye must start antibiotic eye drops 24 hours before they can return to 4th “R”.

RINGWORM

Children who have ringworm must start prescribed antibiotic medication 24 hours before they can return to 4th “R”.

FEVER

Children must be fever free for 24 hours before they can return to 4th “R”.

STREP THROAT

Children must be fever free AND start prescribed antibiotic medication 24 hours before they can return to 4th “R”.

Please note: If your child/ren does not attend school or leaves school early, due to an illness, they are not permitted to attend 4th “R”

POLICIES

PARTICIPANT BEHAVIOR

Through a variety of program components, each participant is encouraged to enjoy his/her time in our care by selecting activities that will further 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), conduct themselves in a safe manner, as well as abide by the rules of 4th "R" *and* the school site on which the program operates. Children who cannot "get along" or conduct themselves in a safe manner, 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 or making the environment unsafe for themselves, other children and/or the staff, the parent/guardian will be contacted immediately and asked to pick up the child from the site within one hour. If a child's behavior endangers another child or staff, that child will be suspended from the program for 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 minimum six month waiting period will be observed before the child is considered for re-enrollment back into program. The City of Sacramento reserves the right to deny enrollment into 4th "R" due to behavioral issues which occur during program and/or school hours.

F. 4th "R" reserves the right to terminate enrollment in the program at anytime if the child/ren's behavior is determined to be a danger to themselves, staff, other children or the environment.

POLICIES

SCHOOL SUSPENSION

During the school year, if a child is suspended from school, he/she is also suspended from 4th "R".

PARENT/GUARDIAN RESPONSIBILITIES

To ensure that your child/ren'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 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 authorized parties that they must show their photo ID in order to pick up your child/ren.

Do not bring your child to 4th "R" when they are ill. If they become ill or infected at any time, please inform the site. 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" site by the 15th calendar day of the month prior to care. This request must be made using the Category Amendment Form, which is available at your home site.

Provide the site with information about special needs or circumstances regarding your child/ren so that staff will be able to understand your child/ren'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/site staff prior to the child's enrollment.

Provide your child with a lunch. 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 4th "R" will not refrigerate, cook or heat any food items.

Be responsible to attend individual meetings/conferences when requested by the Program Coordinator, attend orientations, open houses, 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 4th "R" and the 4th "R" 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 if you need to pick up your child/ren or the next course of action. In case of emergency, please call your site directly.

STATE LICENSING VISITATIONS

A licensing analyst from the California Department of Social Services which governs our program through *Title 22* 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 visits.

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/ren’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 the child/ren 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/ren 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 child/ren’s name will be dropped from the wait list.

All waitlists are kept for the duration of the contract year (July 1 – June 30).



4th "R" Child Care Program Sites

