

We are excited to welcome your child to our programs! Please review the following policies to prepare you and your child and help us provide the best experience we can.

Code of Conduct

To ensure the safety of all children and staff in our programs, individuals are responsible for adhering to the program rules and policies whenever at the program. This includes use of appropriate language, a civil tone of voice, calm demeanor, respecting personal space, and maintaining professional boundaries. Any person who does not meet conduct expectations will be asked to leave the premises immediately and the participant may be removed from the program.

COVID-19

We cannot guarantee your child will not contract COVID-19. If you choose to send your child to a CARD program, you are doing so with the understanding that there is potential risk of exposure.

Should we be made aware of a participant or staff member testing positive, we will work with Butte County Public Health to determine notification and next steps. Each situation is different and will need to be managed on a case by case basis.

Health Policies

If your child becomes ill at the program, you will be notified and must arrange to have your child picked up immediately. Once your child is cleared to attend school or has been fever free for 24 hours, they are welcome to return to the program. If your child is sent home during the school day due to an illness, they are not permitted to attend the CARD program. **Please notify staff if your child has been exposed to any contagious disease or condition, for example COVID-19, chicken pox, lice, mumps, measles, etc., so we can notify other parents immediately.**

- Do not send your child to the program if they are not feeling well or have a temperature over 100.4°.
- If a child indicates they do not feel well, you will be called for immediate pick up.
- If a child has COVID symptoms, they may not attend the program. Please follow guidelines set by local health officials.

Behavior Expectations

Below are the behavior expectations for all children. If behavior expectations are not being met, staff will use their best judgment when deciding what level of discipline is most appropriate for the circumstances.

- **Be Safe** (includes staying with the group, keeping hands and feet to themselves)
- **Be Respectful** (includes listening and following directions, using appropriate language, being kind to others, using equipment properly)
- **Be Responsible** (includes using the restroom independently/no bathroom accidents, keeping track of personal items, telling the truth)

CARD programs are committed to being safe and enjoyable places for all. Our programs maintain set ratios and are not designed for one-on-one care. Staff may choose to suspend or expel a child from the program for reoccurring behavioral concerns or for extreme situations.

CARD will not tolerate participants compromising the safety of themselves or others, causing or threatening physical injury to another person, bringing weapons or illegal contraband to the program, or vandalizing the program equipment or space. Any of these actions or other actions deemed dangerous, illegal, or harmful will result in immediate expulsion from the program.

Bathroom Expectations

All children must be potty trained and able to use the restroom independently. This includes cleaning and changing themselves in the case of a bathroom accident. In the event of a bathroom accident, staff will contact parents/guardians to request immediate pick-up or clothing change. Reoccurring bathroom accidents may result in removal from the program.

Electronics & Personal Belongings

Electronic devices, including cell phones and personal gaming devices, may not be used while attending the program. Children should not bring valuables to the program. Please label your child's belongings such as jackets and backpacks. CARD is not responsible for lost or stolen items.

Emergency Forms

Emergency forms are kept at the program sites. It is very important for you to update your child's emergency information whenever you change jobs, move, or need to add new people to the approved pick up list. **Only the parents/legal guardians who are listed on the top of the emergency form have access to make changes to the form.**

Pick Up Authorization

Anyone listed on the child's emergency form has authorization to pick up the child. **Photo ID will be checked.** For your child's safety, these rules are strictly enforced, and no exceptions will be made.

CARD does not allow phone-ins as an authorized release of a child. **A Parent or Legal Guardian must provide written permission for someone that is not on the child's emergency form to pick up their child.** If the Parent or Legal Guardian cannot get written authorization to the program, they may write a note and text a picture of it to the site cell phone.

Late Pick Up Fees

Your child must be picked up no later than the program end time. A late pick up fee of \$1.00 per minute is charged for the first 3 instances. The late fee increases to \$5.00 per minute starting on the 4th instance. If your child is picked up late 6 times, they will be removed from the program.

Medication Policy

CARD does not store or dispense medication. Children may bring their own sunscreen to the program, however CARD staff are not permitted to apply sunscreen on children.

Accommodation and Inclusion

We are happy to work with those who have special needs to ensure equal access to our recreation programs. Please refer to the Accommodations Policy and Request Form found [HERE](#). Please note that participants in need of reasonable accommodations must register for an activity or program and submit a completed Accommodation Request Form no later than fifteen (15) business days before the start date of an activity or program. CARD will need at least fifteen (15) business days after the Accommodation Request Form is submitted to determine whether it can reasonably provide an accommodation.

Photo/Video Release

CARD reserves the right to photograph and video record activities and program participants for potential promotional purposes.

CARD Online Account

To access your CARD online account, visit www.chicorec.com and click "Account Login." You will use the email address you provided during enrollment as your log in and your default password is *welcome1*. **CARD's TAX ID # 94-1156263**