

AFTER SCHOOL PROGRAM CITY OF HEALDSBURG COMMUNITY SERVICES DEPARTMENT



1557 Healdsburg, Healdsburg, CA 95448
707 431-3301 Fax: 707.431-2852
www.healdsburg.gov



CLUB H (6-8th Grade) **AFTER SCHOOL PROGRAMS**

The **Club H** program is operated by the City of Healdsburg Community Services Department, in partnership with Healdsburg Unified School District (HUSD) serving children attending Healdsburg Junior High School. This partnership ensures a meaningful connection between the school day and the after school curriculum. Enrollment is on a first-come, first-served basis with referrals from the HUSD District given the highest priority. The programs are funded by a state grant allowing participating families to attend at no cost; however participants must meet the attendance requirements as established by the grant. The program is located on at the Healdsburg Community Center.

The afterschool program is open to all children without the attendance requirements established by the grants. For details & program fees please ask about our fee schedule.

Contact Information

- Club H Phone: (707) 756-6346
- Office – General Information Phone: 431-3301 / Fax 431-2852

Attendance Requirements

The grant providing the funding for the after school programs at no cost to families who are enrolled in the Healdsburg Unified School District have minimum attendance requirements. Participants must attend regularly at the minimum attendance levels in order to maintain their enrollment. Please see below for specific attendance requirements. Participants not meeting the attendance requirements will be disenrolled or given the option to remain enrolled and pay the fees for the non-grant funded program.

CLUB H (6-8 Grades) at the Healdsburg Community Center (Foss Creek School)

- Program hours: End of school day (including minimum days) to 6 p.m.
- Club H program is held at the Healdsburg Community Center.
- Homework assistance, enrichment activities and outdoor play are offered daily.
- Enrichment activities include art, science, gardening, cooking, dance and outdoor games
- Nutritious snack is served daily
- **Attendance Requirements: Participants must attend a minimum of 15 hours per week and must stay until 6:00 pm.**
- **The Early Release Policy (see attached) allows for early pick-up based on specific criteria.**
- **A fee will be charged for late pickups (see rules attached).**
- **Please note the school does not alert us when a child is absent, it is the parent's responsibility to notify our staff at Club H.**

EARLY RELEASE POLICY

A child may be released early from the after school program prior to the end of program time at 6:00 p.m. based on the following conditions:

- Attending a parallel program (programs in the school or community centers such as soccer, basketball, etc.) if an agreement or partnership with the program exists thus making this parallel program the child's enrichment component.
- Parallel activity forms must be on file with Club H Staff before the start of the parallel program.
- Family Emergency (such as death in the family, catastrophic incidents, etc.).
- Medical appointments/Illness
- Weather conditions especially if the child walks home from the program.
- Child accidents that occur during program time (program staff will call parent or guardian).
- Other conditions especially as they relate to safety as prescribed by the school and/or Community Services Department.

APPLICATION FOR REGISTRATION

A complete application is required. Submission of application does not guarantee acceptance in the program.

The following forms need to be completed & returned at time of application:

1. Student Information Sheet
2. Participant Release & Permissions Form
3. Early Release Policy Acknowledgement
4. Late Pick Up Acknowledgement

PRIORITY REGISTRATION

Priority registration will be given to current families who have complied with the attendance requirements throughout the current school year. Those families will have from the end of May through the last day of school to register. All children are required to have a new application completed each year; applications do not roll over from year-to-year. Registration for the general public will open on the first day of summer break for new participants.

ACCEPTANCE

The program staff attend the school's Welcome Fair in August, this is where families can check with the staff to ensure their children were accepted into the program. Families can also call the Front Desk office in early August to know the status of their application. Applicants will be taken on a first-come, first-serve basis. Once classes are full, applicants will be placed on a waitlist and accepted as space becomes available.

**Please return complete applications and to the City of Healdsburg, Community Center Department
1557 Healdsburg Avenue, Healdsburg, CA 95448.**

**Healdsburg Community Services Department After School Program
Student Information Sheet 2022 – 2023 School Year**

Child's first name _____ Last name _____

Date of Birth ____ / ____ / ____ Entering Grade: ____ Healdsburg Junior High

Parents or Guardian's name (s) _____

Address _____

Email _____ Home Phone # _____

Mother's Cell/Pager # _____ Father's Cell/Pager# _____

Mother's Work # _____ Father Work# _____

Person(s) authorized to pick up your child. (Person must show picture I.D.)

Name: _____ Relationship: _____ Phone#: _____

Name: _____ Relationship: _____ Phone#: _____

Name: _____ Relationship: _____ Phone#: _____

Name: _____ Relationship: _____ Phone#: _____

Emergency Contacts:

Name: _____ Relationship: _____ Phone#: _____

Name: _____ Relationship: _____ Phone#: _____

Name: _____ Relationship: _____ Phone#: _____

Does your child have any medical conditions (Please check one) Yes _____ No _____

If yes, please explain: _____

Does your child take any medication or have any allergies? Yes _____ No _____

If yes, please explain: _____

Does your child attending Club H After School Program have permission to check out at 6pm and walk home?

Yes _____ No _____ Parent Signature _____

Please read and sign below:

To evaluate the effectiveness of the program, I give permission for my child's assessment scores to be reviewed by the after-school program staff. I understand that individual student test scores will NOT be reported in any way. I also agree to allow my child's photo to be used in educational or promotional material for the after-school program.

Parent/Guardian Signature _____ **Date** _____

For Office Use Only

Date Received: _____ Initials: _____ Enroll Date: _____ Class: _____

Referred by: _____ Date Disenrolled: _____ Reason: _____

EARLY RELEASE POLICY & ATTENDANCE REQUIREMENTS

State legislation requires that the ASES grant funded programs stay open until 6 p.m. and students attend for a minimum of 15 hours per week. The same legislation requires that participants meet the minimum attendance requirements (see below) and are expected to stay at the program until 6 p.m.

It is understood that in certain circumstances participants may need to leave the program early. The Early Release Policy below explains under what circumstances a participant may leave the program early.

EARLY RELEASE POLICY

A child may be released early from the after-school program prior to the end of program time at 6:00 p.m. based on the following conditions:

- Attending a parallel program (programs in the school or community centers such as soccer, basketball, etc.) if an agreement or partnership with the program exists thus making this parallel program the child's enrichment component.
- The parallel form must be on file with Club H staff before the start of the parallel program.
- Family Emergency (such as death in the family, catastrophic incidents, etc.).
- Medical appointments/illness
- Weather conditions especially if the child walks home.
- Child accidents that occur during program time (program staff will call parent or guardian).
- Other conditions especially as they relate to safety as prescribed by the school and/or Parks & Recreation Department.

Parents/guardians are required to sign out the participant and note the reason for the early release departure.

ATTENDANCE REQUIREMENTS

- Club H (Grades 6-8): Participants must attend a minimum of 5 days per week and must stay until 6:00 pm. **A total of 15 hours per week is required.**
 - Please notify us when your child needs to be absent. The school(s) do not notify us of absences.
 - Office – General Information Phone: 707 431-3301 / Fax: 431-2852
 - Club H Phone: 707 756-6346
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I understand the *Early Release Policy and Attendance Requirements* and will follow the requirements as outlined above.

Parent Signature

Date

2022/2023 SCHOOL YEAR – RELEASE & PERMISSION FORMS

PARTICIPANT RELEASE FORM

The City of Healdsburg Community Services Department staff reserves the right to photograph facilities, activities and program participants for potential future use. All photos will remain the property of the City of Healdsburg. In consideration of the acceptance of my application for entry into the above event I, the undersigned participant (if 18 years of age or older), or parent or guardian of above named participant in the City of Healdsburg community services program(s), hereby agree that the named participant be allowed to participate in the activity(ies), class(es), or event(s) described on this registration form and in the program brochure. I have been informed of the risks involved in such participation, including, but not limited to, temporary and/ or permanent injury to the property, person, and/or death because or on account of such participation. On behalf of myself and the above named participant, I hereby waive any and all claims for damages of any kind whatsoever against the City of Healdsburg, its officers, employees, contract instructors and community organizations co-sponsoring programs, arising out of or incidental to participation in any of the above-named activity(ies), class(es), or event(s). I further understand that accidents and injuries can arise out of the event; knowing the risks, nevertheless, I hereby agree to assume those risks and to release and hold harmless all of the persons or agencies mentioned above who (through negligence or carelessness) might otherwise be liable to me (or my heirs or assigns) for damages. It is further understood and agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I further authorize qualified physicians to render emergency medical treatment or care if they deem necessary for the participant because of illness or accident which occurs during any of the above-described activity(ies), class(es), or event(s).

Signature of Parent/ Guardian

Date

MOVIE PERMISSION SLIP

I _____ understand that the Afterschool Program
(Parent's name)

will watch G/PG-13 rated movies. I will be notified of the movie in advance and will inform the site coordinator if I do not want my child to watch the movie. In that case, I understand an alternate activity will be provided for my child.

Parent Signature

Date

Child's Name

LATE PICK-UP FEE ACKNOWLEDGEMENT

I _____ acknowledge that the program ends at 6 pm.
(Parent's name)

We understand that **occasionally** you may be delayed for reasons beyond your control, resulting in a late pick up. **As such you will be given a 5 minute late pick-up grace period. After the 5 minute grace period you will be charged \$1.00 per minute.** The Staff member will fill out the Late Pick-up Notice which will have the child's name and time of pick up. This form will be given to you and will need to signed and return along with payment the following day. If picking up late becomes habitual, you will be given a written warning, if this continues it could jeopardize your child's enrollment in the program.

Parent Signature

Date