



## HESPERIA RECREATION AND PARK DISTRICT



### **KIDS ACTIVITIES PROGRAM** **APPLICATION INFORMATION**

**APPLICATION:** Enrollment is open to all H.U.S.D. students in K through 6<sup>th</sup> grades.

A complete application packet is required prior to your child's enrollment into the program. There is no fee to submit an application packet and packets are processed in the order they are received. If you have multiple children, an individual application is required for each child. Application packets are available online only at [www.HesperiaParks.com](http://www.HesperiaParks.com) and required to be completed and submitted online. Incomplete applications will not be processed. After you've completed and submitted your child's application packet, the packet will be reviewed and approved. You will receive an email confirmation citing the enrollment status of your child; you may be placed on a waiting list if space is not available. Once your child is accepted into the program, you will be required to pay the weekly registration fee in advance of your child's attendance. Fees for the upcoming week are due in advance of your child's attendance. The weekly fee must be paid in full by Friday at 12:00 p.m. for the upcoming week. If payment is not received in advance your child will not be permitted to attend the program and may be subject to a waiting list for future participation.

**Hesperia Recreation and Park District reserves the right to refuse service to anyone at the sole discretion of the District. By completing the online registration process you are agreeing to the waiver and all terms and conditions of the District and the Kids Activities Program.**

**HOURS OF OPERATION:** The Kids Activities Program will operate Monday through Friday from 6:00 a.m. to 6:00 p.m. with the exception of holidays outlined below.

The Kids Activities Program *will also* be held Monday, October 12<sup>th</sup> through Friday, October 16<sup>th</sup>, 2020, Monday, November 23<sup>rd</sup> through Wednesday, November 25<sup>th</sup>, 2020, Monday, December 21<sup>st</sup> through Wednesday, December 23<sup>rd</sup>, 2020, and Monday, December 28<sup>th</sup> through Wednesday, December 30<sup>th</sup>, 2020.

**In accordance with the H.U.S.D. 2020/2021 School Calendar, the Kids Activities Program will be CLOSED:**

September 7, 2020 • November 11, 2020 • November 26<sup>th</sup> & 27<sup>th</sup>, 2020 • December 24<sup>th</sup> & 25<sup>th</sup>, 2020 • December 31, 2020

**PROGRAM FEES:** The program fee is a flat weekly fee of \$145.00. Daily and monthly program fee options are not available. Program fees are accepted *online only*. The weekly fee will be pro-rated for days the program is closed. Fees for the upcoming week are due in advance of your child's attendance. The weekly fee must be paid in full by Friday at 12:00 p.m. for the upcoming week. If payment is not received on time your child will not be permitted to attend the program and may be subject to a waiting list for future participation. **It is the sole responsibility of the parent/guardian or authorized individual(s) to retain program receipts; copies of receipts will not be provided.**

**ONLINE FEE PAYMENT:** (*application must be completed and approved before payment will be accepted*)

1. Visit HesperiaParks.com and click "REGISTER ONLINE."
2. Click "Register Now"; search "Kids Activities Program."

All online financial transactions are subject to a processing fee.

**LATE PICK UP:** If your child is not picked up promptly at 6:00 p.m., a late pick up fee of **\$5.00 will be assessed per child for every fifteen minutes, or fraction thereof.** All program times are based on the District's posted clock. In the event your child has not been picked up from the program by 7:00 p.m. staff will contact law enforcement to assume custodial care of your child. At the sole discretion of the District, excessive or re-occurring late pick-up will result in your child being removed from the program. All late pick up fees must be paid, in full, online, at the end of each week (Friday by 12:00 p.m.). Your child will not be permitted to continue to attend the program until all late pick up fees are paid in accordance to the timeline outlined above.

**CANCELLATIONS/REFUNDS:** There will be no refunds after the program has started unless the program is not held due to lack of enrollment or is cancelled by the District. All requests for refunds must be made in writing. Programs cancelled, which are attended, will be prorated if a program is cancelled by the District. Program fees will not be prorated for participants who start the program and miss for any reason. A refund service charge of \$5.00 will be deducted from each refund. Programs cancelled by the District are not subject to the \$5.00 service charge. Transfer to another week of the same program will be allowed only if the District is notified prior to the first day of the program and space permits. A \$5.00 service fee will be charged for a transfer. Refunds will be processed in accordance with the policy established for the payment procedure of the District.

**EMERGENCY DATA FORM (E.D.F.):** The name and telephone numbers of at least three local persons authorized to pick up your child in the case of an emergency are required. **Your child will not be released to anyone not listed on the E.D.F. and valid government issued photo identification will be required at pickup. Your child will not be released to anyone less than 18 years of age without there being a waiver and release form on file with the District.** Changes to the E.D.F. can be made in person with valid photo identification at the program site, H.R.P.D. District Office (16292 Lime Street), or via email (from registered email address). Any restraining orders/prohibited contact orders must be submitted to the H.R.P.D. District Office. Recreation staff are not responsible for the enforcement of child custody orders and participants will be released to any person(s) listed on the E.D.F. We cannot deny a biological parent unless a current restraining order is on file at the District Office.

**ILLNESS AND MEDICATION:** We are concerned about our participants' health and safety. Please inform recreation staff if your child has been exposed to an infectious disease or head lice. We ask that your child be kept out of the program if he/she has had a fever within the past twenty four hours and on an antibiotic treatment. This is subject to change. Each participant will be subject to a daily pre-screening process that may include a temperature check. Participants may not be allowed to return to the program for a period of time, up to fourteen days. Please be sure to inform recreation staff of any medical issues that may affect other participants and/or if your child is on any medication. Recreation staff **is not authorized** to administer medication to participants. If prescription medication is required, it will be your responsibility to notify H.R.P.D. District Office Staff in advance of registering for the program.

**DISRUPTIVE CHILDREN:** Hesperia Recreation and Park District strives to provide a safe and enjoyable environment for participants. There may be occasions when a child becomes disruptive, requires special attention, or when his/her presence interferes with the overall enjoyment and effectiveness of the program. In such cases, the District reserves the right to deny participation in our program.

If your child deliberately runs away or hides from recreation staff, he/she may be suspended or removed from the program and at that time becomes the responsibility of the parent/guardian. Staff will make a reasonable attempt to get your child to return to the program; however, if the child refuses, the parent/guardian and/or law enforcement will be contacted.

**CHILDREN WITH SPECIAL NEEDS:** It is the intention of Hesperia Recreation and Park District to comply with the Americans with Disabilities Act (ADA). If, as an attendee or a participant of this program, your child requires special assistance beyond what is normally provided, the District will make reasonable accommodations. Please contact Hesperia Recreation and Park District at least forty eight hours prior to enrollment in this program to inform us of their particular needs and to determine if accommodation is feasible. Please advise us at that time if they will need accommodations on a regular basis.

**PERSONAL BELONGINGS:** It is not recommended that participants bring personal belongings to the program outside of the belongings listed below. **H.R.P.D. will not be responsible for or replace any lost, stolen, or damaged personal belongings brought to the program.**

**Permitted Personal Belongings:**

- Chromebook
- Headphones with microphone capability
- Notebook paper\*
- Pencil and crayons\*
- Backpack
- Water Bottle
- Snacks

\*There will be limited supplies on hand for children that need paper, pencils, crayons, etc.

**KIDS ACTIVITIES PROGRAM RULES**

1. I will be kind to other participants.
2. I will follow the instructions of all recreation staff.
3. I will show respect for others at all times.
4. I will not use profanity.
5. I will follow all safety rules.
6. I will never leave the area without permission from an instructor/leader.
7. I will always clean up after myself and help with project clean up.
8. I will not make physical contact with other participants.
9. I will not take anything that does not belong to me without permission.

**ADDITIONAL INFORMATION:** It is the participant's responsibility to bring their school work and any required log-in information to the program. The program will provide daily, online collaboration time to allow students to participate in H.U.S.D. Distance Learning programming. Recreation staff will not provide tutoring services and are not intended to replace the child's primary educational instructor. Recreation staff will support children, as feasible, as they work on their school-assigned curriculum. It is not our intent or purpose to make sure that all assigned school and/or homework is completed during the program.

Recreation staff will work in conjunction with H.U.S.D. Nutritional Services to supply lunch to your child each day. If your child has a food allergy, you must notify recreation staff and H.U.S.D. Nutritional Services to ensure the proper modifications are accommodated.

All participants and parent(s)/guardian(s) or authorized individual(s) will be held responsible to abide by the District Code of Conduct and Kids Activities Program Rules (available online). If a parent/legal guardian or anyone affiliated with a program participant violates any of the rules or Code of Conduct, actions will be taken with the participant. Refunds will not be given if a child is suspended or removed from the program.

We look forward to having the opportunity to share this time with your child and be a part of their development. Please note the information provided is subject to change without notice. If you have any questions, please contact the H.R.P.D. Office at (760) 244-5488 or via email at [asap@hesperiaparks.com](mailto:asap@hesperiaparks.com). Thank you for your interest in the Kids Activities Program.