



# CITY OF HEALDSBURG COMMUNITY SERVICES DEPARTMENT AFTER SCHOOL PROGRAMS



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

## **CLUB HES (TK – 2 Grades) & CLUB FMC (3-5 Grades)**

The City of Healdsburg Community Services Department provides an afterschool program in partnership with Healdsburg Unified School District (HUSD). Club HES (K-2 Grades) and Club FMC (3-5 grades) is offered to children within HUSD and provides a meaningful connection between the school day and after school curriculum. The programs are funded by a state grant which allows participants to attend at no cost; however, participants must meet the attendance requirements as established by the grant. Enrollment is on a first-come, first-serve basis with referrals from HUSD given the highest priority. The program takes place at the school sites and is led by Community Services staff.

---

### **Contact Information**

- |                                |                                     |
|--------------------------------|-------------------------------------|
| • Office – General Information | Phone: 707 431-3301 / Fax: 431-2852 |
| • Club HES                     | Phone: 707 756-6347                 |
| • Club FMC                     | Phone: 707 756-6345                 |
- 

### **Attendance Requirements**

The grant provides the funding for the afterschool programs and is free to families who are enrolled in the Healdsburg Unified School District. 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.

### **CLUB HES & CLUB FMC (Transitional Kindergarten to 5<sup>th</sup> Grade)**

- Program hours: End of school day (including minimum days) to 6 p.m.
- Staff will greet and escort children to classrooms when they are released from school and taken to the rooms.
- Homework assistance, enrichment activities and outdoor play are offered daily.
- Enrichment activities include art, science, gardening, drama, cooking, dance, and outdoor games.
- A nutritious snack is served daily.
- **Attendance Requirements: Participants must attend a minimum of 5 days 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.**

## **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 turned in before the start of the parallel program.
- Family Emergency (such as death in the family, catastrophic incidents, etc.).
- Medical appointments/Illness
- Weather conditions
- 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.**

## City of 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 Elementary  Fitch Mountain

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. Please ensure that we have up-to-date information on anyone authorized to pick up your child and current phone numbers. (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 have an Individualized Education Plan (IIP)? Yes \_\_\_\_\_ No \_\_\_\_\_

**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.

\_\_\_\_\_  
**Signature of Parent/ Guardian** \_\_\_\_\_  
**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 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 afterschool 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. Ask a staff member for the Parallel Program Form.
- Family Emergency (such as death in the family, catastrophic incidents, etc.).
- Medical appointments/Illness
- Weather conditions
- 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

- Program participants must attend a minimum of 5 days per week and must stay until 6:00 pm.
  - **The school(s) do not notify us of absences.**
  - Please notify the Community Services Department when your child needs to be absent.
    - Office – General Information Phone: 707 431-3301 / Fax: 431-2852
    - Club HES Phone: 707 756-6347
    - Club FMC Phone: 707 756-6345
- 

**I understand the *Early Release Policy and Attendance Requirements* and will follow the requirements as outlined above.**

---

**Signature of Parent/ Guardian**

---

**Date**

## 2022 - 2023 SCHOOL YEAR – RELEASE & PERMISSION FORMS

### **PARTICIPANT RELEASE FORM**

The City of Healdsburg Parks and Recreation 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 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 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 (Parent's Name) \_\_\_\_\_ understand that the Afterschool Program will watch G/PG rated movies. I will be notified of the movie in advance and will inform the site coordinator if I do not want (child's name) \_\_\_\_\_ to watch the movie. In that case, I understand an alternate activity will be provided for my child.

\_\_\_\_\_  
**Signature of Parent/ Guardian**

\_\_\_\_\_  
**Date**

---

### **LATE PICK-UP FEE ACKNOWLEDGEMENT**

I (Parent's Name) \_\_\_\_\_ acknowledge that the program ends at 6 pm. 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 sign 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.

\_\_\_\_\_  
**Signature of Parent/ Guardian**

\_\_\_\_\_  
**Date**