Parent Handbook

City of SACRAMENTO
Youth, Parks, & Community Enrichment

Rev. October 2026

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	4th "R" Administration Location
City of Sacramento, 4th "R" Sacramento City Hall 915 I Street, 3rd Floor Sacramento, CA 95814	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 and 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

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

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

Paso Verde 4th "R"
5240 PV Scholars Lane
Sacramento, CA 95835
(916) 203-2716
License # 343623875

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

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

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

Leonardo De Vinci 4th "R"
4701 Joaquin Way
Sacramento, CA 95822
(916) 265-7836
License # 340310092

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, registration fee and licensing information. Enrollment is on a first come/first serve basis.

Registration is done electronically through the Kids Hub app. Please contact the 4th "R" site you wish to enroll in to complete the required enrollment steps. 4th "R" is a licensed child care program and requires the following documentation before the child's first day of attendance:

Registration Agreement Form
Emergency & Identification Information Card
Needs Assessment and Health History Questionnaire
Personal Rights
Parent's Rights
Caregiver Background Acknowledgment
Medication Form (if required)

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
- ► 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, all changes are due by the 15th of month prior to care.

PAYMENT OPTIONS

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

- Visa, MasterCard, Discover, AMEX or ACH
- Money order or check made payable to the City of Sacramento

Monthly payments must be mailed to:
4th "R" Administration office at 915 I Street, 3rd Floor, Sac. CA 95814 or made online via the Kids Hub app.

A 2.45% service fee will be added onto all credit card transactions. For card payments under $40.82, a flat $1.00 service fee will apply.

Payments made via ACH will not be subject to additional fees.

CASH IS NOT ALLOWED AS A FORM OF PAYMENT.

RETURNED CHECKS:

A $25 fee will be assessed for returned check payments. After your first returned check we will not accept any additional checks for the current contract year.

RETURNED ACH:

A $25 fee will be assessed for returned / declined ACH payments. After two declines in a contract year you will no longer be able to pay by this method.

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.

Rates:	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 available at the end of the year through Kids Hub app.

CELL PHONES, ELECTRONIC EQUIPMENT, AND PERSONAL ITEMS

Student cell phones, tablets, and devices such as Apple watches are allowed on campus, but all student devices (cell phones, tablets, and smartwatches) must remain in students' backpacks during 4th "R" attendance and turned off unless given permission by a staff member to use in an emergency. Smartwatches may not be worn. For urgent matters children may request to use the site phone to call their parent / guardian. Parents / Guardians can contact the site if they want to speak to their child.

Cell phones, tablets, and smartwatches may NOT be used to take and share pictures while in attendance or be used for social media purposes.

If a device is seen or heard by a staff member they will be reminded to put it away. If a device is seen or heard for a second time, it will be taken and given to the site lead to be picked up by the parent / guardian at pick up time. If the device continues to be used and this policy is not followed, the student will be suspended or disenrolled.

4th "R" is not responsible for any electronic devices, valuable items, jewelry, etc. that students bring to 4th "R".

POLICIES

AFTERSCHOOL ATTENDANCE NOTIFICATION REQUIREMENT

For student safety, parents/guardians are required to notify 4th "R" if their child will NOT be attending on a scheduled day.

When a student is expected but does not arrive, staff must pause program activities and take safety precautions to verify the student's whereabouts. This includes contacting school staff, families, and even local authorities. Sometimes, we may have 30+ students absent without notification, requiring staff to spend significant time and resources searching for students who are already home.

The expectation upon enrollment is that a student will be attending daily. If your student will be absent for the day, you must call the site or email them by 11:00 a.m. to notify them of the student absence. Failure to continually not notify the site of your student where about can be cause for termination.

If you would like to have your student attend on a drop-in basis, you may elect to do so by completing a form or through the registration process. Please speak with your site coordinator about this option. Note - some third party sponsored programs do not qualify for this option.

CHECK IN / CHECK OUT

Authorized persons or those listed on the Emergency Card are required to check children in *and* out of the site by scanning the sites QR code via the Kids Hub app in order for 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. Failure to do so can result in termination.**

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.

STUDENT SUPERVISION

The safety and well-being of every child in our program is our highest priority. Students are expected to always remain under the supervision and visual observation of authorized program staff while participating in the program. Please speak with your child(ren) about the importance of staying with their staff members.

These procedures are established to support continuous student supervision and compliance with applicable California Code of Regulations, Title 22 requirements. Title 22, §101229(a)(1), requires that children not be left without teacher supervision and specifies that supervision includes visual observation.

FOLLOWING SAFETY AND SUPERVISON EXECTATIONS

Following staff directions and remaining within designated supervised areas are essential safety expectations for participation in our program. Students must be able to follow reasonable staff directions related to supervision, movement throughout the site, and other safety procedures.

Repeated, intentional, or serious violations of safety and supervision expectations may result in further action. If a student is unable or unwilling to consistently follow the program's supervision and safety requirements, and the behavior creates a concern for the safety of the student, other students, or staff, the program may determine that continued enrollment is not appropriate. Such circumstances may result in disenrollment from 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 suspect a child has been the victim of child abuse or neglect must report the suspected incident.

Information is available to parents / guardians on staff training and resources. 4th "R" employees are required to receive the mandated reporter training before they start working. Employees are required to renew their certification every 2 years.

POLICIES

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.

If your child/ren does not attend school or leaves school early, due to an illness, they are not permitted to attend 4th "R".

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.

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".

POLICIES

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".

TOILETRY EXPECTATIONS

Children enrolled in our licensed school-age program must be fully toilet independent. Staff are not permitted to assist children with routine toileting or personal hygiene needs, including but not limited to wiping, cleaning after bowel movements, changing clothing for toileting accidents, or assisting with dressing or undressing related to restroom use.

Staff shall not enter the restroom with a child during normal restroom use. Staff will provide appropriate supervision by monitoring restroom areas from outside the restroom in accordance with licensing requirements and program supervision procedures.

The only exception to this policy is a true health or safety emergency in which immediate staff intervention is necessary to protect the child from harm. Examples may include a medical emergency, injury, or a situation where a child is physically unable to safely care for themselves due to an unexpected illness or emergency. In these rare circumstances, staff will provide only the minimum assistance necessary until a parent/guardian or emergency contact can assume responsibility. Whenever possible, a second staff member will be notified and present, and the incident will be documented. Parents/guardians will be notified as soon as possible.

This policy protects the privacy and dignity of children while maintaining appropriate professional boundaries and ensuring the safety of both children and staff.

They must also:

- Be able to go to the bathroom (either urinating or a bowel movement) on their own. This includes being able to remove clothing, sitting on the toilet, wiping themselves (without using an enormous amount of toilet paper), putting clothing back on, flushing the toilet, and washing and drying their hands.

- Be able to use the toilet without reminders from the teachers (although, staff do make requests of children at various times of the day, for example, before or after meals, and before going out to the playground, etc.).

- Function in regular underwear. Diapers or pull ups are not allowed while participating in 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, eloping such as wondering or taking off out of staff supervision, 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 continues or 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 money 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 any time 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 or has in school suspension, 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.

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 staff/child ratio). If necessary, the parent/guardian will be asked to meet with the Program Coordinator/site staff prior to the child's enrollment.

On days when the school is closed, the cafeteria is also closed, so you will need to provide your child with a lunch. 4th "R" does not provide meals, only snacks. Please pack non-perishable food items as 4th "R" will not refrigerate, cook or heat any food items.

Be responsible for attending individual meetings/conferences when requested by the Program Coordinator, attend orientations, open houses, family fun nights and other social events.

All persons/guardians/authorized individuals shall conduct themselves in a respectful and courteous manner when at 4th "R" and the 4th "R" administration office. Prohibited conduct includes but is not limited to: using profanity in the presence of staff or minors, shouting or yelling, using derogatory language (including but not limited to slurs, insults, and offensive remarks),

name-calling, making threats or engaging in aggressive behavior (verbal or physical), disrupting program activities or the administrative process, harassing or intimidating staff, minors, or other individuals. Failure to conduct oneself respectfully and courteously may result in consequences, which could include being banned from 4th "R" premises and/or 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

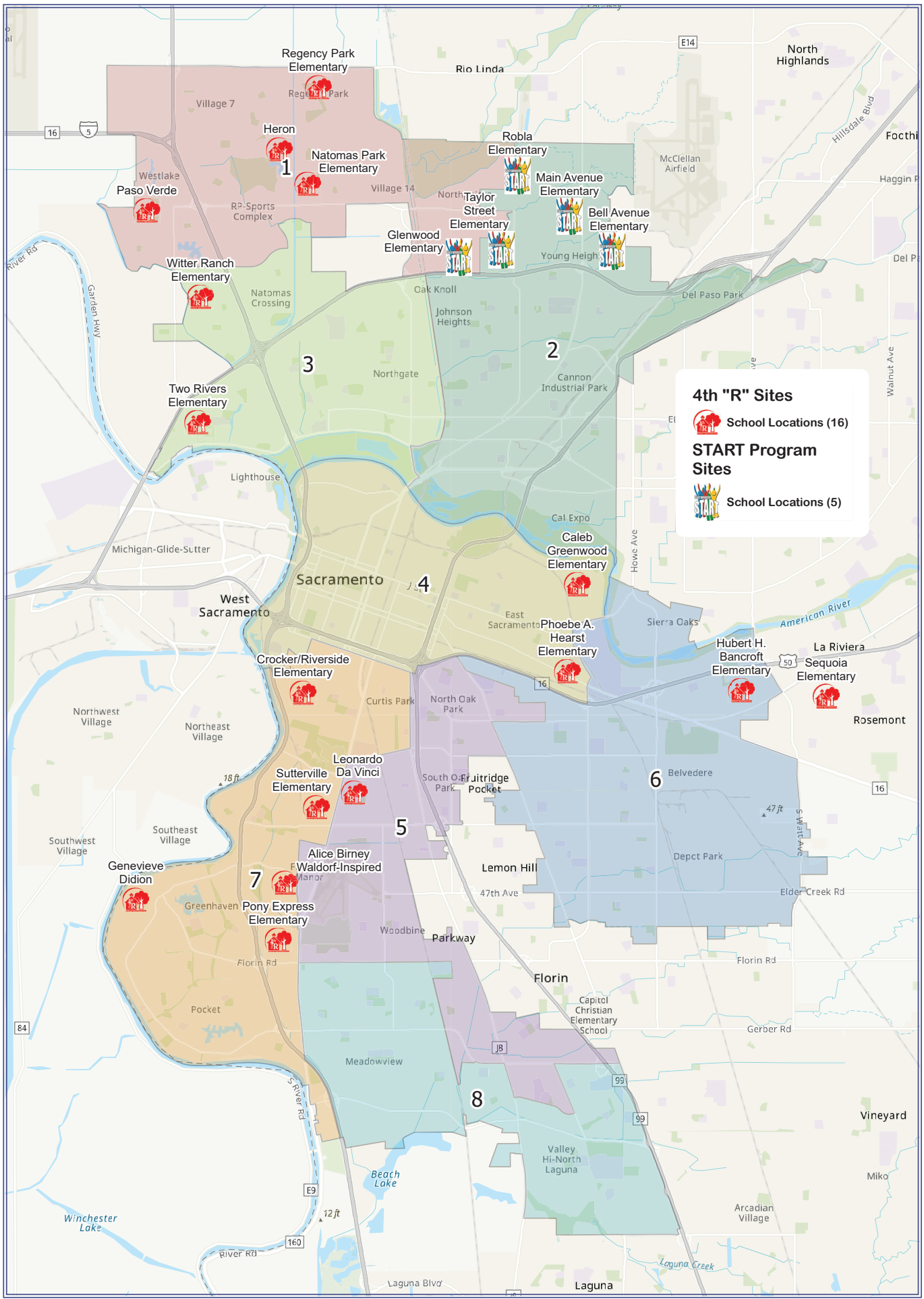
A licensing analyst from the California Department of Social Services which governs our program through *Title 22* will be making periodic visitations to all 4th "R" sites to evaluate the program to ensure compliance. The licensing analyst may speak with 4th "R" participants during these visits.

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 paperwork 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).

Before and After School Program Sites by Council District