



# City of Kingsburg

1401 Draper Street, Kingsburg, CA 93631-1908  
(559) 897-5821 (559) 897-5568

Michelle Roman  
Mayor

Laura North  
Mayor Pro Tem

COUNCIL MEMBERS  
Sherman Dix  
Jewell Hurtado  
Vince Palomar

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City Manager

June 10, 2020

Re: 2020 Summer Recreation Program

Dear Recreation Parent,

The 2020 school year has ended and the time to prepare for the Summer Program is now. Registration for the 2020 Summer Recreation Program will begin on Thursday June 11, 2020, and will be accepted at City Hall, 1401 Draper Street starting Friday June 12, 2020.

To enroll in the Kingsburg Summer Recreation Program, you will need: The Summer Recreation registration form, health history form, medical consent form and payment. Your child may not be registered without all of these items. For those of you that submitted an application already, all you are required to bring in is the payment.

NOTICE: This years program has been altered due to COVID-19 and staff has developed a plan to ensure the health and safety of our students and staff to the best of our ability. A breakdown schedule is included in this packet (next page) for parents to familiarize themselves with the new layout. An additional COVID-19 waiver will need to be signed prior to the program start date.

If you have any questions about registration, please feel free to call 897-5328 or email me at [acastaneda@cityofkingsburg-ca.gov](mailto:acastaneda@cityofkingsburg-ca.gov).

Thank you,

Adam Castaneda  
Community Services Director  
City of Kingsburg

## **City of Kingsburg Summer Recreation Daily Breakdown**

### **7:45 ALL STAFF ARRIVES TO OPEN UP THE SCHOOL SITE**

- Prepare Temperature Check Station and Hand Sanitizer Station

Note: One teacher will be assigned to each of the classrooms. This teacher will be given a list of 10 students that will make up a cohort for the entire summer program. Students will be grouped together based on age or grade. (Siblings will be assigned to the same rooms)

### **8:00 STUDENTS ARRIVE AT THE SCHOOL SITE**

- Students Will Be Dropped Off at The Cafeteria
- Staff Will Take Students Temperature
- Students Will Be Directed to Sanitize Hands

Note: Parents will drive up to the cafeteria but will not be asked to exit their vehicle. A staff member will walk up to the window and verbally sign your child in. When your child exits the vehicle, their temperature will be taken. If the child's temperature is at 100 degrees or higher, they will not be allowed to stay that day. Parents should not leave before temperatures are taken.

### **8:30 - 9:00 EOC BREAKFAST SERVED IN EACH CLASSROOM**

- Students May Bring Their Own Food or Eat Before They Arrive
- Breakfast Usually Consists of Cereal, Fruit and Milk

### **9:00 - 10:00 ART/CRAFT OR ENRINCHMENT PROJECT OR ACTIVITY**

### **10:00- 10:45 OUTDOOR PLAYTIME**

- Each Class Will Rotate Between 5 Different Stations Throughout the Week
- Student Can Bring Their Own Toys and Games from Home

Note: Students can bring their own toys, books and games from home, including electronics. Students will not be allowed to share toys or sports equipment, so anything brought must be for individual play. Each student will be provided their own box to keep all their supplies, this box will be kept by the teacher.

### **10:45 - 11:45 CLASSROOM ACTIVITY, MOVIE, READING, OR FREE PLAY**

### **11:45 - 12:00 BATHROOM AND HANDWASHING FOR LUNCH**

- Each Class Will Be Assigned a Restroom and Hands Will Be Sanitized Before and After Use.

### **12:00 -1:00 LUNCH TIME**

- Lunch Will Be Served in Each Classroom (Lunch Can Be Eaten Inside or Outside)
- Students Can Bring Their Own Lunch
- EOC Lunch Usually Consist of a Half a Sandwich, Fruit, Milk, and String Cheese

### **1:00 - 2:00 FREE TIME OR FUN ACTIVITY**

- Possible Outdoor Water Activity, Cooking Class, Painting, or Downtown Field Trip

### **2:00 - 2:15 END OF DAY STUDENT PICK UP**

- Students Will Be Called by Walkie as Parents Begin to Arrive
- Students Will Sanitizer Their Hands Before Entering the Vehicle

### **2:15 - 2:30 SITE SANITATION & CLEANING**

- Staff Will Wipe Down All Toys, Games, Door Handles and Restrooms
- Staff Will Utilize a Medical Grade Chemical Fogging System to Sanitize All Rooms



# KINGSBURG SUMMER RECREATION PROGRAM

## TK – 6th Grade



**PROGRAM RUNS FROM**  
**Monday, June 22nd to Friday, August 14th**

ONLY ONE PROGRAM THIS SUMMER  
8am to 2pm

### COST

There are two payment options:

(1) Pay monthly (4 week period):

\$276.00-Payment due June 22 (4 weeks)

\$276.00-Payment due July 20 (4 weeks)

(2) Pay in full (8 week period)

\$522.00- Payment due June 22 (8 weeks)

**\*\*\$10.00 discount per sibling\*\***

Activities include: arts & crafts, movies, outdoor play,  
snack & much more!

**Summer breakfast & lunch program provided by**  
**Fresno County EOC**

For more information, please call 559-897-5328

# Kingsburg Summer Recreation Registration Form

**Program Begins: Monday, June 22, 2020**

Name of Participant: \_\_\_\_\_ Age: \_\_\_\_\_

**PLEASE PRINT**

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Mother's Work #: \_\_\_\_\_

Father's Work #: \_\_\_\_\_ Mother's Cell #: \_\_\_\_\_

Father's Cell #: \_\_\_\_\_ Additional #: \_\_\_\_\_

e-mail (father) \_\_\_\_\_ e-mail (mother) \_\_\_\_\_

**EMERGENCY CONTACT PERSON (Someone other than parent):**

Name: \_\_\_\_\_

Phone #'s: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_

I/We, the parents of the above named child, hereby give my/our approval of his/her participation in the above identified Program. I/We are fully aware and understand that the City of Kingsburg will not provide any insurance coverage for our child during his/her participation in the Program. I/We will be responsible to provide all insurance including, without limitation, liability, accident or health insurance and assume all risk and hazards incidental to our child's participation in the Program and all activities associated with the Program, including, without limitation, transportation to and from the Program.

For and in consideration of permitting our child to participate in the Program and the activities associated therewith, the undersigned(s), on behalf of myself/ourselves and my/our minor child hereby voluntarily release, discharge, waive and relinquish any and all actions or causes of action for personal injury, property damage or wrongful death occurring to our child arising as a result of observing, participating or engaging in the Program or any activities, operations or functions incidental or related thereto, wherever or however the same may occur and for whatever period the Program and activities, operations and functions related thereto may continue and I/we do for myself/ourselves and our child and our and the child's respective heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or cause of action, which may hereafter arise for myself/ourselves or our child or our respective estate and agree that under no circumstances will we or our heirs, executors, administrators or assigns or our child's heirs, executors, administrators or assigns prosecute or present

any claim for personal injury, property damage or wrongful death against the City of Kingsburg or any of its officers, officials, agents, employees or volunteers for any cause of action whether the same shall be for the negligence of any said persons or otherwise. I/We for myself/ourselves and our heirs, executors, administrators and assigns and our child's heirs, executors, administrators and assigns agree that in the event any claim for personal injury, property damage or wrongful death shall be prosecuted against the City of Kingsburg, or any of its officers, officials, agents, employees or volunteers, I/we shall indemnify and save harmless the City of Kingsburg, or any of its officers, officials, agents, employees or volunteers from any and all claims or causes of action by whomever or wherever made or presented for personal injuries, property damage or wrongful death. I/We acknowledge that I/we have read the foregoing waiver, release and indemnity agreement and fully understand and know the content thereof.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

MY SON/DAUGHTER HAS MY PERMISSION TO:

\_\_\_\_\_ Walk home at any time

\_\_\_\_\_ Be picked up by the following persons:

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**CITY OF KINGSBURG  
COMMUNITY SERVICES DEPARTMENT  
HEALTH HISTORY**

**Child's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**Recent Exposure to Contagious Disease:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**If yes, give name of disease:** \_\_\_\_\_ **Date of Exposure:** \_\_\_\_\_

**Is there a history of any of the following illnesses or allergies? Check those that apply:**

- |                             |                          |                      |                        |
|-----------------------------|--------------------------|----------------------|------------------------|
| _____ Asthma*               | _____ Fainting Spells*   | _____ Convulsions*   | _____ Nose Bleeds*     |
| _____ Epilepsy*             | _____ Upset Stomach      | _____ Heart Trouble* | _____ Plant Allergies* |
| _____ Medication Allergies* | _____ Food Allergies*    | _____ Kidney Trouble | _____ Cramps           |
| _____ Rheumatic Fever       | _____ Behavior Problems* | _____ Diabetes*      | _____ Sinus Infections |
| _____ Insect Bites          | _____ Headaches*         |                      |                        |

**\*Explain problem and give details on how to handle:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is the child taking medication, which must be taken every day?** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**If yes, explain fully the dosage, time to be taken and reason for the medication:**

*PLEASE NOTE THAT ALL MEDICATIONS ARE TO BE LISTED REGARDLESS OF WHEN THEY ARE ADMINISTERED.*

<b>MEDICATION/DOSAGE</b>	<b>TIME TO BE TAKEN</b>	<b>REASON FOR MEDICATION</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**NAME OF FAMILY PHYSICIAN**

**Name:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

*Consent is hereby given for either person in charge of the activity, or if required, to the attending physician to perform first aid or take any other emergency action deemed necessary to protect the health and safety of the above named child.*

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# City of Kingsburg

1401 Draper Street  
Kingsburg, CA 93631  
559-897-5328  
[www.cityofkingsburg-ca.gov](http://www.cityofkingsburg-ca.gov)

## **ADVERTISING PHOTO RELEASE**

Permission is hereby granted for the City of Kingsburg or its agents to use my picture for advertising purposes. The use of this picture by the City of Kingsburg or its agents does not in any way obligate the company or any third party to me.

Child's name: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City State Zip

### **NOTE: CHILDREN'S PHOTOGRAPHS**

As parent or guardian of the above named person, I give my consent to the above release in full.

Printed Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City State Zip



**PLEASE READ THIS LETTER CAREFULLY**

April 1, 2020

Re: New consent form for participant medications

Dear Recreation Parents:

The City of Kingsburg is a member of the San Joaquin Valley Risk Management Authority (CSJVRMA). This group helps protect the City and other cities like us from lawsuits. It has recently been brought to their attention that city programs around the valley are allowing children to take medications while they are on the city's program site.

As you know, the City of Kingsburg requires participants to have a completed Health History Form before they can start with the Kingsburg Recreation Program. The CSJVRMA would like us to have a more in depth form completed by the parents or guardians of participants that take medications or take medications on site.

Having this information on site is very important for staff to have. If for any reason there is an emergency, EMS would need to know specific information about any medications or allergies your child may have.

If your child is on any medications or if they take any medications at the Recreation Program, you are now required to complete this form in addition to the Health History Form. I have attached a copy the City of Kingsburg Parental/Guardian Consent & Direction to Staff for the Self-Administration of Medicines form. Please complete the form and review the policy. It is very important that you review and understand the verbiage that is provided in this document.

If at any time your child begins taking any kind of medication, even temporarily, you will need to complete this form.



## AUTHORIZATION, WAIVER AND RELEASE

I authorize the City of Kingsburg employees to perform emergency procedures, including assisting with the administration of Epi-Pens, injections or self-administered medications (whether over the counter or prescription) or any other steps that I have described above to treat any illness, medical condition, allergic reaction, or injury that my dependant may experience.

I recognize and acknowledge that there are certain risks of injury in connection with administration of medication to any minor child or dependent. Such risks include, but not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

I hereby authorize the City of Kingsburg employees to assist in the administration of medication on my behalf or allow my dependent to self-administer (if permitted by me dependents physician) the lawfully prescribed Epi-Pen or other medications in the event of an allergic reaction by my dependent.

I acknowledge the assistance in the administration of the Epi-Pen or other medication to my dependent by an individual who is not a nurse or medical professional may be necessary, and I specifically consent to such practice. I hereby waive any claim for myself, my heirs, executors, assigns or personal representatives that I may have against the City of Kingsburg, its officials, officers, employees, agents or volunteers, from any and all claims for damages arising out of or in any way connected to the self-administration, assist-in-administration or failure to administer or attempt to administer any medication to my dependent. I further agree to protect, indemnify, defend and hold harmless the City of Kingsburg, its officers, employees, agents and volunteers, for any claims for damages, including attorney fees, arising out of or in any way connected to the self-administration, assist-in administration, failure to administer or attempt to administer medication to my dependent.

I also give my permission to the City of Kingsburg staff to contact emergency services or obtain emergency medical treatment if necessary. I agree to be wholly responsible to payment of any and all medical and emergency services rendered to my dependent.

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Signature of Parent/Guardian

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Date

---

Printed name

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Relationship

### REMINDERS:

- Participants are responsible for arriving at the program with all necessary medications, supplies, pumps, backup medications, and any other equipment necessary for the participant to safely self-administer their medications.
- Medical monitoring of blood sugar levels must be done by parents or guardians prior to attending the program each day, to ensure that they are within their target range.
- Staff will not be responsible for identifying symptoms of hyperglycemia or hypoglycemia, but can assist the participant in checking blood sugar levels with proper training provided by parents or guardians.
- Parents/guardians are responsible for providing all necessary information regarding dietary restrictions, food allergies or special diet considerations to staff.
- Participants and parents/guardians shall be advised and reminded that it is the participant's responsibility to administer the medication and that staff will only assist as needed. Staff will not give scheduled injections.
- It is the responsibility of the parent/guardian to pick up any medication that remains at the conclusion of the program. Any medication not picked up will be disposed of in a safe manner.

# IF YOUR CHILD DOES NOT TAKE MEDICATION

**If your child does not have a medical condition and does not take any prescribed or over the counter medication on a regular basis, please sign the bottom and return to City Hall.**

If you have any questions, please feel free to contact me by phone at (559) 897-5328 or by email at [acastaneda@cityofkingsburg-ca.gov](mailto:acastaneda@cityofkingsburg-ca.gov).

Sincerely,

Adam Castaneda  
Community Services Director  
City of Kingsburg

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I, \_\_\_\_\_ (name) have read the City of Kingsburg Parental/Guardian Consent & Direction to Staff for the Self-Administration of Medicines form. I have reviewed it and understand all it entails.

At this time, my child \_\_\_\_\_ (child's full name) does not have any medical conditions and does not take any prescription or over the counter drugs.

I understand that if my child were to become ill and need to be placed on any medications, even temporarily, I would have to come in and complete the City of Kingsburg Parental/Guardian Consent & Direction to Staff for the Self-Administration of Medicines form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Relationship

Child's Name \_\_\_\_\_

# CITY OF KINGSBURG AFTER SCHOOL & SUMMER RECREATION PICK UP POLICY

Children must be picked up no later than 2:15pm

- a. 1<sup>st</sup> time late - Written Warning, Signature
- b. 2nd time late - Written Warning, Signature
- c. 3rd time late - Child may be removed from the program

I have read and understand the policy and consequences for picking a child up from the After School & Summer Recreation Program.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

1st Warning Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Leader Signature: \_\_\_\_\_ Time: \_\_\_\_\_

2nd Warning Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Leader Signature: \_\_\_\_\_ Time: \_\_\_\_\_

3rd Warning: Reported to Community Services Director

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Community Services Director decision:

\_\_\_\_\_  
\_\_\_\_\_