



## **Kids Community Service (KCS) Program**

### **Rules and Regulations:**

**Age Restrictions** – KCS is open to Middle and High School students only. Children must be in the 6<sup>th</sup> grade or 12 years old (whichever comes first) to participate. KCS is the only volunteer program available to students under the age of 18 at

Rancho Coastal Humane Society (RCHS).

**Consent Form** - All students and their parents or guardian must read and sign the consent form before participating in the KCS Program. Any participant who has not submitted a signed waiver will not be able to register for the program.

**Sign In & Out** – All students must sign in and out in the Education Center. There will be a separate sheet for each student. Students who do not complete the sheet each visit will forfeit their community service hours.

**Student Drop Off** – Parents may drop students off at the entrance of the shelter or at the Education Center. Students who drive may park in the lot outside the entrance gate. KCS starts promptly at 4:00. Please be on time.

**Student Pick Up** – Parents may pick up students at the Education Center or the front of the shelter. KCS ends promptly at 5:00 when the shelter closes for the business day. **It is imperative that all students be picked up by 5 p.m. Students whose parents are late picking them up MORE THAN ONCE will not be allowed to continue in the KCS program.**

**Dress Code** – For safety reasons, students must wear closed-toed shoes. Sandals, flip-flops and clogs are not permitted. Participants who arrive with open toed shoes will not be allowed to participate. Please also wear clothes that can get dirty or stained.

**Scheduling** – ***Pre-registration is mandatory.*** Student applications will be selected on a first come first serve basis. Each session is limited to 6 students. KCS will be held on Tuesday and Wednesday afternoons from 4:00-5:00. **KCS meets during the school year only and is suspended for all school breaks including summer.**

**Absences** – The KCS program is a 3-4-week commitment. Dates have been carefully planned in order to accommodate school schedules, vacations and holidays. You must inform the Humane Educator if you cannot attend a KCS session. If you fail to contact the shelter about your absence it will be assumed that you are no longer attending KCS, and your place will be given to another student. **There is no refund or make up days for absences.**

**Community Service Hours** – Community service hours are awarded to students at the end of their service time. Students must complete the entire KCS session in order to earn their hours. Students will be responsible for obtaining the required form and bringing them to the volunteer session. Students may request a letter with their community service hours upon the completion of the session.

**Restricted Areas** – Students are not permitted to be inside any area of the facility unless accompanied by an adult volunteer or staff member. Failure to follow this rule will result in dismissal from the program.

**Guests** – Friends and family are not permitted to participate in the KCS program with students. Students who wish to show their family the facility are encouraged to do so during shelter business hours.

**Personal Belongings** – Use of cell phones, ipods, and other electronic devices are not permitted during KCS hours. Please turn off all electronics before arriving at KCS. Rancho Coastal Humane Society will not take responsibility for lost or damaged personal items.

**Cell Phones**- Participants who bring cell phones with them should expect to use their phones only to contact parents in case of an emergency. Calling or texting during activities will not be permitted. Participants who are unable to abide by this policy will be dismissed from the program.

**Smoking** - is not permitted on any shelter property.

**Dismissal** – Disregarding the KCS rules and regulations or any activity that endangers an animal or another person is grounds for immediate dismissal. Refunds are not available if a participant is dismissed from the program.

**Covid Protocols**- Students will need to wear a mask while they are helping around the shelter and around other people. They may remove their mask if they are working alone.

**Cancellations**- Registration fees are non-refundable. Partial refunds are not available if a participant leaves the program early or misses a session. If a session is cancelled by RCHS, refunds will be issued in the full amount.