

## **Kids Community Service Program**

Thank you for your interest in our KCS program. KCS programs are held in month-long sessions during the school year.

- KCS programs meet during the school year only and are suspended for all school breaks including summer.
- Before being able to register for the KCS program you must complete the application process online.

### **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 the shelter.

**Consent Form** - All students and their parents or guardian must read and sign the consent form before participating in the KCS 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 o'clock 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. 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 9 students. **KCS programs are not conducted during spring, summer and fall school breaks.**

**Absences** – The KCS program is a 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 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 program in order to earn their hours.

**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.

**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.

**Cancellations**- For cancellations made 14 days or more prior to the program's start date, we can provide you with a full refund. After 14 days no refund will be provided. Please note, we cannot accommodate any makeup sessions. Transferring sessions due to cancellations is subject to availability.