



CHILDREN IN MOTION PARENT HANDBOOK



Recreation Services Department
1221 Ash Street, Arroyo Grande, CA 93420
www.arroyogrande.org
805-473-5474

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Introduction

Welcome to the community's choice in child care programs!

The City of Arroyo Grande Children In Motion program is proud to have been recognized as a COVID Superstar by the South County Chamber of Commerce in the spring of 2021.

Providing professional and quality child care, our staff are trained and certified and our programs are State licensed at Ocean View and Branch Elementary Schools. For the 2021-22 school year, staff will be supporting your child with adjusting to in-person school, offering fun activities in physical exercise, arts/crafts and outdoor play, and assisting with school assignments. The Children In Motion program will also provide opportunities children to socialize with peers in a safe and enriching environment.

The safety and care of our participants and staff our number one priority. All COVID-19 guidelines established and directed by local and state public health agencies as well as the Lucia Mar School District will be followed and we will continue to communicate with any changes as we progress through the year.

We are working in partnership with the Lucia Mar School District and are grateful to serve our community. If you have specific needs, questions or suggestions, please reach out to us! We are in this together, and with your support, we are looking forward to a fantastic year of health, growth and development!

Sincerely,

Sheridan Bohlken
Recreation Services Director

Program Sites & Contact Information

Ocean View Elementary School
1208 Linda Drive
Arroyo Grande, CA 93420
Site Cell Number: (805) 710-4014 Room E and (805)574-4326 Room F

Branch Elementary School
970 School Road
Arroyo Grande, CA 93420
Site Cell Number: (805) 710-4366 --Multi Purpose Room

Recreation Supervisor: Carrie Van Beveren
Office Phone Number: (805) 473-5472
Email: cvanbeveren@arroyogrande.org

Recreation Office: (805) 473-5474 / agrec@arroyogrande.org. The office is open for on an intermittent basis and appointments are recommended. Please call or email for more information

Children In Motion Registration & Fees

REGISTRATION

The City of Arroyo Grande believes that all children, family members, and staff have the right to be treated with respect and dignity regardless of gender, cultural, or religious background. Child care services are open to all qualified persons without regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color or mental or physical disability.

Children are required to be registered prior to attending the Children In Motion. **All forms must be filled out and returned and payment must be made in advance of session in order to attend.** For families registering more than one child, only one packet needs to be submitted with all children's names on each of the forms, *except* for the Parent Permission Agreement and Medical Release forms which must be filled out individually for each child.

Please list any special needs or circumstances on the registration form, in addition to medications. Effective beginning Fall 2021, current immunization records will be required for all children in the program. Exceptions will only be allowed with a date after January 2021, and it is from the CAIRME website at cair.cdph.ca.gov as per licensing rules. Also, please see below for specific medication requirements. If a child needs special help or individual care, it is the responsibility of the parent/guardian to find a proper aide to work in the program. The aide will identify him/herself and will provide proof of fingerprint clearance, proof of immunizations, a valid driver's license and a negative tuberculosis test. Prior to attending, the \$25/child Annual Registration fee per child is due, all forms must be completed, and session payment made. Session registrations will be required on 4 week basis, and can be completed at: www.arroyogrande.org/catalog. Payments must be received by 5 p.m. on the Friday before each new session starts. Please notify a staff member of changes to your address, phone number, or individuals allowed to pick-up your child.

If a parent/guardian will be receiving subsidized care for their child, a contract stating which agency will be paying for the care and how the agency is to be billed must be presented **before** the child can attend the program. If a contract is not available prior to the child attending the program, the *agency MUST* make contact with the Arroyo Grande Recreation Department prior to the child attending. Until a contract or confirmation from the agency is made, parents/guardians will be responsible for the entire tuition amount. Parents/guardians are responsible for completing the subsidized care provider's paperwork (which track the child's hours in the program) on the days their child attends the program. Parents/guardians are responsible for bills not paid by the subsidized care provider.

FEES

School year fees are per 4-week session. If our program is closed on one of your scheduled attendance days, the fees will be pro-rated accordingly. Minimum days will have an additional \$13 charge. Minimum day schedules will be available at the beginning of the school year. Please see the payment session calendar at the back of this packet for session dates. At this time, we are unable to offer drop in days, but will re-assess when possible.

Ocean View

Morning Care: (Monday 7:00 a.m.-9:35 a.m., Tuesday-Friday 7:00 a.m. to 8:35 a.m.)

MTWTHF a.m. \$163 MWF a.m. \$117 TTH a.m. \$68

Afternoon Care: (Monday-Friday 2:50 p.m. to 6:00 p.m.)

MTWTHF p.m. \$285 MWF p.m. \$194 TTH p.m. \$137

Kindergarten Care: (Monday-Friday 1:30 p.m. to 2:50 p.m.)

MTWTHF p.m. \$118.75 MWF p.m. \$68 TTH p.m. \$57

****You may also add before school or after 2:50 p.m. if needed****

Branch

Morning Care: (Monday 7:00 a.m.-9:40 a.m., Tuesday-Friday 7:00 a.m. to 8:40 a.m.)

MTWTHF a.m. \$163 MWF a.m. \$117 TTH a.m. \$68

Afternoon Care: (Monday-Friday 3:15 p.m. to 6:00 p.m.)

MTWTHF p.m. \$261 MWF p.m. \$178 TTH p.m. \$125

Kindergarten Care: (Monday-Friday 1:30 p.m. to 3:15 p.m.)

MTWTHF p.m. \$166 MWF p.m. \$113 TTH p.m. \$80

****You may also add before school or after 3:15 p.m. if needed****

Late Pick-up Fees :

Children In Motion is open until 6:00 p.m. You will be charged the following fees if you pick up your child late (Please note, fees are per child):

Between 6:01 – 6:10 p.m.	\$10.00
Between 6:11 – 6:20 p.m.	\$20.00
Between 6:21 – 6:30 p.m.	\$30.00
AFTER 6:30	\$60

If a parent/guardian has not arrived to pick up their child by 6:00 p.m., staff will call the parent/guardian or other people on the pick-up list if the parent/guardian is not reached. Children who have not been picked up by 6:30 p.m. *and* contact has not been made with the parents/guardians will be taken to the Arroyo Grande Police Station, 220 N. Halcyon. Staff will notify the parents or guardian by message or text before taking their child to the Police Department if possible. If you know that you will be later than 6:00 p.m., please notify the staff. However, you will still be charged the late pick-up fee. You may be asked discontinue use of the program if you are frequently picking your children up late.

Refunds

Refunds or changes in registration dates must be approved by the Recreation Supervisor at least one full week in advance, and may be used as credit towards the next week or refunded by check in the mail. Sick days do not qualify for refunds.

Financial Assistance

The City of Arroyo Grande strives to provide quality child care at an affordable price. The City is currently researching scholarships and financial assistance for families in need. Should you require financial assistance and cannot obtain support through CAP SLO, please reach out to the Recreation Supervisor at (805) 473-5472 or email agrec@arroyogrande.org.

Children In Motion Philosophy and Goals

Philosophy

- The support and care for our youth by providing a nurturing environment while encouraging learning; lending support to achieve success academically, socially and physically are paramount to the development of each child. We strive to provide this enriching environment through the leadership of our trained staff.
- The Children In Motion Program is open and accepting to all children and families. We value and acknowledge that families are different, and these differences are what makes our community great. We will respect these differences and treat all families with the same respect.
- Valuing differences, we will work towards a common goal of quality childcare, and we strive to establish individual relationships with our students and to model appropriate behavior and social skills.
- We believe in fostering an ethic and social responsibility in all participants, staff and community partners in order to cultivate positive self-image, independence, and a place within our tight knit community.
- We believe in open communication and welcome parent participation and feedback.
- We believe in positive modeling, and aim to re-direct, guide, encourage and reward your child for making good behavior choices. We will also establish and clearly define reasonable boundaries and limits with logical consequences if these limits are not understood. Children are encouraged to follow our rules and limits, and we will aim to help them develop self-awareness and cooperative skills. We also encourage language develop in order for children to be able to communicate effectively with the children and staff in the program.

Goals

- To provide quality and inclusive care for youth to local residents.
- To provide a safe, warm, engaging environment for all of our K-6th attendees.
- Allow a flexible schedule where children can participate in a choice of activities.
- Foster the physical, emotional and social growth of all participants.
- To provide daily activities such as indoor and outdoor group games and sports, homework time, crafts, science, free play and snack.
- To teach social responsibility and kindness to all participants
- Have skilled staff who are knowledgeable in the childcare field and whom strive to meet the needs of the whole group while recognizing children as individual

Policies & Sign-in/Sign-out Procedure

Communication

It is the staff's job to ensure that children are safe in our program. Some reminders to ensure communication is healthy and appropriate while in the child care programs are as follows:

- Families may not approach other children to discuss incidents or behaviors.
- While staff are happy to have a quick discussion regarding the day or upcoming events, lengthier conversations need to be scheduled in advance.
 - Since our program ends at 6 p.m., please understand that staff will not be able to stay late to discuss concerns. Due to our staff scheduling and facility rentals, all staff need to be able to leave the sites as close to 6 p.m. as possible.
 - Families are reminded to be mindful of what they say in the proximity of other children. Please no profanity, suggestive language or yelling.
 - Please refrain from using your cell phone during the sign-in/sign-out process.

Tax Information

Please retain your copy of the payment receipt for tax purposes or questions regarding your bill. **Children In Motion is not responsible for tracking your child's payments for tax purposes.** The number of children in the program makes this task unfeasible. Children In Motion's tax ID # is 95-6000-668. We will not be issuing statements for tax purposes, so please keep your receipts. Thank you.

Parent Notices

Staff frequently posts notices regarding program closures, changes in policy, requests for donations, minimum day notices, or other important information. It is the parent's/guardian's responsibility to check these notices daily.

Confidentiality

All child and family information is confidential. When speaking to parents/guardians regarding incidents or accidents at the site regarding more than just your own children, we will not disclose the other children's names and will refer to them in all paperwork you will receive as another child. If we decide it may be helpful, we may discuss certain behaviors with your child's teacher or the staff in the school office, but this information will be kept between our staff and the school site staff. Our staff will comply with Child Welfare Services or Police if asked to provide information. As child care staff, we are mandated reporters for child abuse, and will report any incidences to the proper authority without consent of the parent or any legal guardians.

State Licensed

The program adheres to standards of care set forth by the State, including a ratio of one staff person per 14 children, staff background checks, experience and qualifications, proper sign-in/sign-out procedures, and health standards. Each site undergoes annual and unannounced reviews to ensure children are receiving proper care. During these visits, the licensing agency has the right to interview staff and children, to inspect children's and staff's files, and to observe the physical condition of all children.

Attire

Children should wear comfortable clothing that can get dirty on occasion. Please provide a jacket for your child daily as our weather is unpredictable. Flip flops and open toed shoes are not recommended.

Snack

Snack will be provided daily to the after school program participants. Your child may eat an additional snack of their own along with ours or in place of ours if they get hungry or do not like what we are serving. We strive to eliminate nut allergy worries, and try to provide snacks that do not contain tree nuts or peanuts, and will provide a different snack to your child if they are allergic to any food items we may be serving. If your child has extensive allergies or dietary restrictions, please provide your own snacks. We do not serve drinks for snack other than water, children are encouraged to bring a water bottle daily. Please list snack allergies on registration paperwork.

Sign-in

Our program requires that children must be signed in by a parent, guardian, or pre-approved person with a full signature; children **are not** allowed to check themselves in.

Sign-out

Our program requires that children must be signed-in and signed out on the roll sheet by a parent, guardian, or pre-approved person; children are not to check themselves out. **Only individuals listed on the pick-up list will be permitted to check your child out of the program-NO EXCEPTIONS.** Only a note from the parent/guardian(s) stating that another individual may check-out their child on that particular day will overrule this procedure. If staff does not recognize a person picking up your child, they will request to see a photo I.D. and will confirm that the individual is on the pick-up list. This is for children's safety, please inform individuals who may be picking up your child for the first time of this policy. If a child's teacher, tutor or therapist needs the student while they are checked into Children In Motion, the parents/guardians must place that individual on the pick-up list. Also, we require these individuals to fill out a form stating they are in good health, and we will need a copy of their Tuberculosis skin test clearance before they are permitted to visit our program.

If program staff have suspicion that the adult who is picking up a child is under the influence, the adult will be delayed until another person listed on the emergency contact list can be contacted to pick up the child. If the person refuses to cooperate, takes the child, or acts in a belligerent or threatening manner, the police will be contacted.

Parent/Guardian Custody

If a child's custody changes, restraining orders or court orders are put into place involving the child, please notify the Recreation Supervisor. Parents/guardians *must*: provide staff with a copy of any restraining order or court orders as they pertain to the child.

These papers *must* specify who CAN or CANNOT pick up the child. If there's a restraining order or visitation limitation, it's the responsibility of the family to notify the Recreation Supervisor. Thank you for your cooperation. We strive to maintain a safe and stress-free environment for the children, and information for all involved will assist with this.

Illness/Medical/Emergency Procedures

If a child arrives at the site feeling ill or showing signs of illness, a parent or guardian will be contacted to pick up the child. Please make sure we have your current contact information, as children will need to be picked up as soon as possible. If we cannot get a hold of a parent or guardian, we will contact other people on your child's emergency pick up card. Children will be given a separate area to rest until they can be picked up. Children should not attend the program if they have a fever, vomiting, head lice or nits, pink eye, diarrhea or any other communicable disease. Children should be free of symptoms for a minimum of 24 hours before returning to the program. Staff cannot help children in the restroom if they have an occasional restroom accident. Children must be able to clean themselves up, and put on new clothing. If your child may have an occasional accident, please send in an extra pair of pants, underwear and socks for them. If your child needs help in the bathroom, isn't properly cleaned up or does not have a clean pair of back-up clothing, we will contact you or other people on your pick up list to come and help your child.

Children can never carry their own medication, including epi-pens, inhalers, cough drops, etc. Staff can only administer prescription medication to your child when the parent fills out a medication form (available on site) and the following is in place:

1. Medicine must be in its original bottle.
2. Label on the bottle must include the child's name, dosage, administration instructions, doctor's name, and current issuance date.

Per licensing regulations, staff will have an incidental medical services page about your child and the medicine instructions posted next to our medical boxes. These instructional sheets must include the name and phone number of the family physician.

If a child has a life threatening allergy, it is the parent's/guardians responsibility to notify staff and write all needed information on the registration form, as well as train staff on any specific epi-pens. Epi-pens do expire and it is the parent's/guardian's responsibility to send in new ones when they are about to expire.

Staff will not be responsible for identifying symptoms of hyperglycemia or hypoglycemia, but can assist in watching the child check themselves using given equipment.

It is the parent's/guardian's responsibility to pick up any medication at the end of the child's enrollment, all medication left after a child exits the program will be disposed. **Children are not allowed to carry any medication** (including Tylenol, or cough drops etc.); all medication **must** be checked into the head teacher.

Accidents/Injuries/Emergencies

Should a child be injured while at the site, the following procedures will be followed: for scrapes or cuts, the child will be instructed to wash the wounded area and staff will apply a bandage. For minor bruises and bumps, an ice pack will be administered to the injured area. Parents/guardians will receive a minor accident report if these small injuries occur. In case of an emergency such as a possible back or neck injury, a broken bone, or head trauma, emergency services will be contacted and the parent will be called immediately following.

In the event of a **natural disaster or emergency situation that may require relocation** of your child, please contact the Recreation Services Department Office at 473-5474 or 473-5477 for more information and further instructions. Staff will do everything possible to first protect and safely care for your child, then contact you when possible.

Behavior Guidelines

If located at a school site or facility, the program will adhere to the school or facility's policy regarding code of behavior and guidelines for safe play. Listed below are rules that must be followed at all sites. Please review these rules and the Code of Conduct with your child(ren).

1. If a child needs to get a drink or use the restroom, they must tell a teacher before they leave the playground or cafeteria and let the teacher know when they return.
2. Please **DO NOT** let children bring toys from home.
3. Children must keep hands and feet to themselves at all times.
4. Children must stay within designated boundaries at all times.
5. Children must treat themselves, teachers, other children and property with respect.
6. Inappropriate language or bullying will not be tolerated.
7. There is a zero-tolerance level regarding threats or speaking about the intent to harm another person.
8. Children are responsible for their own learning equipment. Staff are not responsible for chrome books and/or supplies issued by the school district or brought from home.

The Children In Motion staff is committed to providing a safe, positive, and comfortable atmosphere. In order to accomplish this goal, a behavior policy has been established which includes rules and procedures, as well as consequences. The emphasis is on positive reinforcement for good behavior. We offer proud slips and praise, and additional free play choices. In order for us to be successful and be able to supervise all of the children in the program, every student must act in a manner that enables us to maintain our 14 to 1 ratio at all times. By providing a well-rounded, nurturing environment with a variety of activities and choices, staff aim to create an inviting atmosphere where children feel welcome, nurtured and can thrive. We have a code of conduct for which all children in the program need to adhere to in order for us to maintain a safe, fun, enriching program. By signing up for our program, you and your children agree to abide by the following:

CHILDREN IN MOTION CODE OF CONDUCT FOR PARTICIPANTS

- I understand that I need to be able to communicate my basic needs, including being able to say that I need to use the restroom, I am hungry, or I do not feel good.
- I will listen and follow the instructions given by Children in Motion Staff. I can ask questions if I do not understand what was asked of me.
- I will stay within boundaries given at all times.
- I will clean up what I am playing with before moving on to another activity.
- I will keep my hands and feet to myself, and I will not touch anybody if I am angry. I will be careful with my own body, and make sure I am only touching others appropriately at all times.
- I will do my best to participate in activities, and try new things when I am comfortable.
- I will do my best to be courteous and friendly to the other children in the program.
- I will not use inappropriate language.
- I will treat both the Children In Motion and School Site property carefully.
- The Children In Motion Program is a bully-free zone. Students will work together to include everyone, and keep hurtful words away from all participants. I understand that I am part of making childcare a bully-free zone.
- I understand that if I am not able to follow instructions, I may be re-directed to another choice in activity or area in the program, or I may be asked to take a seat and settle down and re-gain control of myself. I also understand that if my behavior is severe enough, my parent or guardian will be called for support, and possible pick up from the program.

Incentive Program

The Children In Motion Program offers an incentive program to reward children for good behavior. Through this program, children are rewarded for positive actions and attitudes through special privileges or prizes. It is important that parents take notice and support this program.

Behavior Policy

Depending on the severity of a child's inappropriate behavior which is determined by staff, a child may (1) receive a verbal warning, (2) be given an incident report form, (3) be placed directly on discipline contract, or (4) be suspended or expelled from the program. Unacceptable behaviors include, but are not limited to the following: inappropriate language, threatening violence, failure to follow repeated instruction, failure to stay within boundaries, intentionally throwing objects such as sticks, sand, playground equipment or any other item if meant to cause harm, hitting, kicking or any other physical violence. Children may be expelled with or without incident reports or a contract if behavior warrants.

1. Verbal Warnings: A child may receive a verbal warning from a teacher for inappropriate behavior.
2. Incident Report Form: This form will be used if a child's behavior warrants more than just a verbal warning. A child may receive up to two incident report forms within a

one-month period of time. If a third incident occurs or if the severity of the incident warrants, the child will be placed on a discipline contract. Upon successful completion of the contract, good behavior will result in a clean slate for that child.

- 3. Discipline Contract Agreement:** This form describes up to three behavior goals that must be followed by the child for the following ten days the child attends the program. If your child is placed on a Discipline Contract, you will be asked to pick them up on that day. They will also be suspended for the following day depending on the behavior that occurred. Failure to meet these goals the first time will result in suspension from the program for at least one day depending on severity. A second violation will result in suspension for one week. A third violation will result in complete expulsion from the Children In Motion program.
- 4. Suspension or Expulsion:** Any serious inappropriate behavior or action that endangers the child, other children, or staff, may warrant immediate suspension or expulsion from the Children In Motion program. This is at the discretion of each head teacher, or other Recreation staff including the Recreation Supervisor, and Recreation Services Director.

Rights to Services

Services

The Children In Motion program reserves the right to request that any child be withdrawn from the program at any time due to, but not limited to, the following:

1. Failure to submit timely payment.
2. Continued late pick-up of child. (More than 4 times per year)
3. Extreme behavior problems on the part of the child (determined by our staff)
These behaviors include, but are not limited to: hitting/kicking or other violent episodes, being unable to stay within program boundaries, repeated unwelcome words or on-going poor attitude which negatively affects other students, bullying or threatening other students or staff, repeated distractive behavior such as yelling out during quiet times, refusal to follow directions or talking during teacher talk.
4. Lack of cooperation regarding policies and procedures, including but not limited to offensive, discriminatory, intimidating, or attacking behaviors towards staff or other children and families in the program by either the parent/ legal guardian or the child.
5. Our program strives to meet the individual needs of each child, however we operate in a group setting. If your child is taking up an excessive amount of staff time due to behavior issues or other issues, please understand that you will be contacted about possible solutions including expulsion from the program. The Children In Motion Program reserves the right to expel any child at any time with or without following the listed procedures should behavior problems or safety concerns warrant, as decided by staff.

THANK YOU FOR YOUR INTEREST IN OUR PROGRAM, WE LOOK FORWARD TO GETTING TO KNOW YOU AND YOUR CHILD(REN)!

School Year 2021-2022 Session Dates

Payments are due by 5 p.m. on the Friday before each new session starts. You may register/pay online by going to arroyogrande.org/catalog. All sessions operate for 4 weeks, except for sessions with holidays/school vacation and the last session of the year. On a week when school is closed for a holiday, fees will be pro-rated. Minimum days and School Break Camps will be offered separately which also require pre-registration. Session dates for 2021-22 are as follows:

Session 1: Aug. 19th-Sept. 10th --Closed Mon. 9/6

Session 2: Sept. 13th-Oct. 8th

Session 3: Oct. 11th-Nov. 5th

Session 4: Nov. 8th-19th and Nov. 29th-Dec. 10th

**--Closed Thurs. 11/11

Thanksgiving Break Camp: Mon.-Wed. 11/22-11/24

Session 5: Dec. 13th-17th and January 10th-28th

**--Closed Mon. 1/17

Winter Break Camp: Dec. 20th-Jan. 7th

--Closed Fri. 12/24 and Fri. 12/31--

Session 6: Jan. 31st-Feb. 25th **--Closed Fri. 2/11 and Mon. 2/21

Session 7: Feb. 28th-Mar. 25th

**Teacher Work Day Fri. 3/11—Full Day Camp

Session 8: Mar. 28th-Apr. 15th and Apr. 25th-29th

Spring Break Camp: April 18th-22nd

Session 9: May 2nd-27th

Session 10: May 30th – June 10th **--Closed Mon. 5/30

Covid-19 Guidelines School Year 2021-22

Background

The following information provides minimum standards in accordance with the County of San Luis Obispo Public Health Department, the CDC, the California Department of Public Health Department, and all State Licensing guidelines for child care programs. These guidelines are subject to change. Day camps and child care operated by the City of Arroyo Grande serve children 4 years and 9 months-12 years of age and are operated at the Lucia Mar School District and City facilities.

Camps/Childcare: foster children's emotional, social, and physical and creative growth through various interactive activities and relationships with role model teachers and staff.

Staff (Teacher and/or Assistant): an adult (18 years of age or older) hired by the City of Arroyo Grande having received necessary background checks and health screenings prior to starting employment.

Cubbies: A box or individual space will be pre-designated for each child and safely stored one foot apart from other camper for camper backpacks, jackets, etc. to be stored safely into a pre-designated room for each camp unit.

Camp/Childcare Unit: A unit of staff to child ratio of 1:14 (per California State Licensing requirements). This will be divided by household unit and will remain together throughout their camping experience. Camp/Childcare units will not intermingle with other camp units at the same time until guidelines allow it.

Center for Disease Control (CDC): A U.S. federal government agency whose mission is to protect public health by preventing and controlling disease, injury, and disability. The Centers for Disease Control and Prevention promotes healthy behaviors and safe, healthy environments. It keeps track of health trends, tries to find the cause of health problems and outbreaks of disease, and responds to new public health threats. The Centers for Disease Control and Prevention works with state health departments and other organizations throughout the country and the world to help prevent and control disease. The Centers for Disease Control and Prevention is part of the U.S. Public Health Service of the Department of Health and Human Services (DHHS).

COVID Carry Kit (Fanny pack): similar to a pool lifeguard go pack containing essential items, such as hand sanitizer, gloves, bandaids, etc.

Disinfecting: refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. This is best described to staff as a bleach or hydrogen peroxide/water ratio solution where protective PPE must be worn. CDC states a disinfecting solution is mixing five tablespoons (1/3rd cup) bleach per one gallon of water.

PPE (Personal Protective Equipment): includes, but it not limited to face shields, gloves, goggles, face covers, head covers and masks.

Isolation Area: This will be a designated room at each facility where a child or staff can be isolated should they fall ill suddenly.

Sanitizing: refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. This is best described to staff as a soap and water solution to be used on surfaces after they are disinfected with chemicals. This is a best practice to avoid harsh chemical residue on surfaces after disinfecting.

Facilities

The following will be assessed by staff to ensure that camps/childcare will be operated as recommended by the County of San Luis Obispo Public Health Department and stat licensing protocols for child care. The following will be met for all Sites:

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Check-in/check-out area will be sufficiently spaced/marked so that participants and parents/guardians can line up six-feet apart. It is recommended that this be done outdoors. Check-in/check-out will be located in pre-designated spaces for each grouping of participants, so parents/guardians do not bottleneck while maintaining a six feet gap between each household cluster waiting to check-in

- Restrooms will be available at all times during the childcare program and will be regulated to ensure that only one-person is inside the restroom facility at a time. Guidelines set by the County of San Luis Obispo Public Health Department and CDC will be followed for cleaning and frequency of cleaning.
- Handwashing at the facility, or hand hygiene stations, will be accessible so that participants and staff can wash hands or use hand sanitizer at minimum at each transition of activity and/or every hour. Staff shall carry hand sanitizer with them at all times in COVID Carry Kit.
- An isolation area will be established to keep participants or staff that develop symptoms during camp away from others. This may be pre-designated as the craft at some facilities where camps are hosted, being that the craft rooms are too small to program for camp spacing requirements.
- Lunch and snack areas will be set-up to provide six-feet of separation between each participant. Lunch and snack areas must be disinfected and sanitized by staff after each use.
- Signage area is available at the entrance to be visible by staff and participants.
- Each Camp/Childcare Unit must be in a separate area and should not interact with each other at any time. It should be noted, the City of Arroyo Grande will target each camp/childcare group to be a 1:14 counselor to camper ratio for per licensing requirements. The participants in a camp/childcare group must remain with that group each day, and cannot be moved from one group to another. Rotation of areas may only be performed if the area is cleaned, sanitized and disinfected prior to another unit using the area.

Registration Process

Registration and payment for all camps/child care will only be accepted online. Please visit www.arroyogrande.org/catalog for all necessary information. The City of Arroyo Grande Recreation Services Department has limited office hours, and if necessary, an appointment may be made to submit forms and payment by calling (805)473-5477.

Sign-In/Sign-Out Procedures: An area for sign-in and sign-out of camp participants will be identified and follow a process to ensure that all participants and staff are able to practice physical distancing. Staff and participants must conduct a health screening prior to arriving on site, and a secondary screening must be conducted prior to participants being admitted into the program. Each participant will have their own clipboard and pen for sign-in/sign-out purposes. Physically distanced spaces will be identified outside the building to wait for admittance.

- Clearly visible signage will advise participants that they should: avoid entering the facility if they have a cough or fever; wear facial coverings; maintain a minimum of six-foot distance from one another; and not engage in any unnecessary physical contact.
- Check-in time or location will be spaced accordingly to assure proper 6-foot distance. Check-in area will be marked to indicate 6 feet of separation between every participant/parent.
- Upon arrival, camp/child care participants will receive a health check which may include checking your child's temperature with a non-contact thermometer and/or asking specific questions related to potential exposure to COVID-19.
- Participants will then be asked to wash their hands before entering the program.
- Participants will be required to wear face masks, however, we will follow current licensing and LMUSD guidelines should requirements change.
- A non-contact (temporal) thermometer will be available for health screening.
- If a participant has a temperature of 100°F or higher there will be an allowable grace period (up to ten minutes) where the child can wait with their parent/guardian in a vehicle or a reasonable distance away from the facility. This guideline recognizes that temperatures can rise quickly if the camper was running to the facility excited, wearing a hat, or drinking a hot drink. If after the second test, they still test 100°F or higher, the camper will need to leave the area immediately for the remainder of the day. Staff must also disinfect all surfaces and areas that the dismissed camper may have touched. If the child has a temperature of 100°F or higher, a new pair of gloves is required and the non-contact thermometers should be disinfected and sanitized before additional participants are checked.
- Children will be monitored throughout the day, and if their health changes, children will wait in the isolation area with a staff member until parents arrive for pick up. Please make sure you are available throughout the day on your personal cell phone or work phone number.
- Parents will need to be prepared to show I.D. upon request.

Cleaning, Sanitizing and Disinfecting Requirements

Areas that are used for camp activities must be cleaned, sanitized and disinfected regularly. Staff will be trained how to disinfect and sanitize all surfaces of the facility.

- Hand washing sinks and faucets will be cleaned and disinfected after every use.
- Drinking fountains will not be utilized. Staff will be responsible for refilling water bottles at the kitchen area/sink and will ensure no contact is created with the water bottle and the water-dispensing unit. Please send a water bottle daily.

Closing

Our goal is to maintain a healthy relationship with the children in our care by continuing to provide enriching and engaging activities, while using additional methods to reduce the risk of virus transmission. We will be modeling and reinforcing healthy habits including physical distancing, frequent hand washing, use of hand sanitizer and the use of face masks when deemed appropriate. We understand that each family and child have very different circumstances, and we will continue to strive to meet your needs and the needs of our community