



2020 Cordova Childcare Parent Handbook

Ages: 6-14

Outdoor adventures, games, crafts, friends and more!

Cordova Recreation & Park District
2729 Prospect Park Drive, Suite 230
Rancho Cordova, CA 95670
916-369-9844

Welcome

Thank you for enrolling your child into Cordova Recreation & Park District's (District) childcare program! The District strives to serve and meet the needs of its community by providing an affordable option for supervised care for children. We recognize this year our program looks a bit differently than years past, however the District remains dedicated to providing care that focuses on the health and safety of children and staff. The Cordova Childcare program (program) provides a place for children to build social skills, make new friends, gain a love for physical activity and the outdoors as well as create positive lasting memories.

The District will offer childcare at three locations throughout the District:

- Hagan Community Center, 2197 Chase Drive
- Mather Sports Center, 3755 Schriever Avenue
- Neil Orchard Senior Activities Center, 3480 Routier Road

This summer will involve experiences, procedures and protocols that are new to both families and staff. To ensure the best possible summer experience for your child, we ask that you carefully review this handbook as it contains important information to help you prepare for this program. We also ask for your understanding that our program is continually evolving, and practices and procedures may change as updated guidance and better practices are identified. The guidelines and protocols outlined in this handbook provide the minimum standards that must be achieved to operate childcare programs in accordance with the physical distancing and sanitation protocol as defined in the existing Order of the Sacramento County Health Officer. These guidelines align with the Sacramento County Reopening Guidelines for Child Care Providers and CDC Interim Guidance for Child Care Programs and are subject to change based on changes in local, state and federal direction related to COVID-19. After reviewing the registration packet, additional questions, comments or concerns can be addressed by contacting Recreation Supervisor, Brandi Dionne at bdionne@crpd.com. Site specific information will be emailed to you prior to the start of program.

We hope your family enjoys their time in our childcare program. Our team has put together a compressive schedule to make the most of our time together. We are looking forward to the fun and joy as we get to experience together this summer!

Warm Regards,

Brandi Dionne
Recreation Supervisor II

Registration

Registration is available online, if you need to pay by check or cash please contact Brandi at bdionne@crpd.com to make arrangements. The Child Information Form will need to be submitted prior to the start of program, it can be emailed or handed in on your first day. The form can be found on our website. Information collected includes, but not limited to: emergency contacts, individuals authorized to pick up, medical information and other relevant behavioral and health information. You can complete the form and submit it via email to bdionne@crpd.com. If you're unable to complete the form prior to the start of program, please allow yourself extra time to complete the Child Information Form on your first day during drop off. Please be aware if you wait until the first day to complete the form there may be a significant delay in checking your child in to program that morning.

You may register for a single week session. We will not hold spaces without payment and may decline registration for safety reasons if the staff/child ratio has reached its maximum. This is a recreation childcare program run by the Cordova Recreation & Park District. Our staff is trained for recreation childcare; we are not a licensed childcare facility.

Photos may be taken of the program for publication in our activity guide, Facebook page, website and other promotional use. Please note on the Child Information Form if you object to your child's photo being used.

Childcare Clusters

All children will be assigned to a "cluster" on the first day of program. A cluster refers to a group of 12 or less children who will remain together for the week of program. Each cluster will be led by staff dedicated specifically to that group of children. Clusters can be thought of as your childcare "household."

Each site is supervised by a Recreation Supervisor and managed directly by a Recreation Coordinator. Each cluster will be staffed by at least one Recreation staff. Staff are trained in a variety of different areas such as CPR & First Aid, sanitation and COVID-19 prevention protocols, behavior management, age appropriate activities and keeping program fun!

Each cluster of children is outfitted with games, equipment, craft supplies and staff will maintain proper physical distancing throughout the day.

General Program Information

The District will offer childcare in accordance with the physical distancing and sanitation protocol as defined in the existing Order of the Sacramento County Health Officer. Children attending the program will spend the majority of time outdoors, however, an indoor "home base" is available for children during excessive heat and poor air quality days. Children will

participate in a variety of games, crafts, virtual field trips and virtual competitions with other locations!

Schedule

Staff set an intentional and varying schedule for the week where each cluster will get to participate in a variety of activities. Some activities may be modified to keep physical distancing. Part of the experience is learning that while we can do fun things we know we like, trying something different or new can also be exciting! A schedule will be provided to you prior to the start of program.

Lost and Found

We ask that you label all your child's belongings so that we can do our best to return lost items to the right person. Parents/guardians will not be permitted to enter the childcare area; therefore lost and found bins will not be available to check. Children may rotate locations throughout their day (for example from the building to nearby field or on nature walks). Staff will remind children at every transition to collect all their belongings and do their best to sweep the areas and identify/return missing items. All items not returned to children by the end of the session will be donated.

Sunscreen

Please note that staff will not apply your child's sunscreen for them, but will regularly remind them to apply it. For younger children, we recommend practicing at home before attending program.

Cancellations and Transfers

Cancellations or transfers will not be permitted once the session starts, refunds will not be provided except for medically documented reasons. Daily registration will not be allowed, all children will need to be registered for the full week and cannot transfer to another location once the session starts.

Late Pick Up Policy and Fees

Late pick ups are not permitted. As detailed in this handbook, each cluster will have a strict designated pick up window and failure to arrive during that window will require a parent to call the office for a special pick up and will result in a delay before your child can be released. If you need to pick up your child prior to the pick up time please call the office to prearrange pick up.

Anytime a child is picked up after their regularly scheduled pick up window a late pick up fee will be charged. Late pick ups will result in a \$1.00 per minute fee. *Example: If your pick up window is between 4:30 and 5 p.m. but your child is picked up at 5:23 p.m. it will result in a \$23 late pick up fee.* The fee will be added to your family account and children will be unable to return to program until fees are paid in full.

Drop Off and Pick Up Windows

Detailed drop off and pick up information will be provided to you prior to the start of program

and will vary depending on the location you are attending. Procedures will be very specific and must be followed stringently. Any exception must be approved by the Coordinator and will require calls for children to be brought to the drop off/pick up area.

Non-childcare staff, including parents/guardians, are not permitted in the facility and/or surrounding areas used for program. Special drop off and pick up procedures have been put into place to reduce possible exposure and prevent close congregation. Children must be accompanied by a parent/guardian at drop off to verify health screenings. It is requested that the same parent/guardian drop off and pick up as often as possible to limit interactions with multiple persons in the cluster. Face-coverings should be worn during drop off and pick up.

Check In (Drop Off)

At each location, a curbside area will be identified as the drop off/pick up area. Families are encouraged to remain in their vehicle when possible and answer staff questions from their car. Lines will identify where staff will stand during check in procedures. Families must arrive within the designated window for their cluster. Children must have all required forms and arrive clean with washed hands, clean clothes and sunscreen pre-applied.

Pick Up

Staff will record the time and who picked up your child at the end of the day. Adults must be on the authorized pickup list and have a photo ID available for staff to verify identity. Early pick ups will only be allowed at the discretion of the site Coordinator and only for essential activities, not for family convenience. Families who arrive outside of the pick up window must call the site phone number and wait in their vehicles until their child can be released safely.

Theme Weeks

Each week has a special theme! Activities throughout the week will tie into the current theme. Children may be asked to wear certain “spirit” attire.

Health Polices and Recommendations

The current Sacramento Health Order recommends excluding children who have underlying medical conditions that could put them at higher risk for severe illness from COVID-19. Children in this category should consult with their doctor before enrolling in this program. Children with allergies, medical conditions, disabilities or other pertinent health related information should include this information on their Child Information Form and emailing the supervisor is recommended.

Health Screenings

Daily health screenings must be conducted at home every morning prior to dropping your child off at program. Children with a temperature of 100 degrees or higher or are exhibiting any of the following symptoms will not be permitted to attend program. Symptoms include: cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat and/or vomiting.

Upon arrival, children will have their temperature taken with a touch less thermometer and families will be asked a series of questions; verbal parent reports will be recorded by staff before the child is permitted into the facility.

Throughout the day, if a child experience symptoms of illness at any point, the District reserves the right to contact parents/guardians and require immediate pick up from the program. Children will be taken to the resting area while they wait for pick up.

COVID-19 Related Concerns

Facilities and Equipment

In addition to daily deep cleanings, frequent disinfection of highly touched surfaces will occur throughout the day, including but not limited to equipment, tables, chairs and restrooms. Clusters will have their own designated areas. EPA approved disinfectants and cleaning products will be used by staff. Each cluster will have their own designated spaces that are physically distanced from any other cluster or non-childcare activity. Dedicated spaces include:

- Indoor home base
- Restroom
- Outdoor activity time
- Resting area

Child and Staff Hygiene

Children and staff will be expected to follow the below protocols regarding hygiene and prevention while at program:

- Children should be prepared to wear a face covering during certain times during the day, mostly during indoor times or when social distancing may not be possible.
- All children and staff should engage in proper hand hygiene at every transition. After assisting children with hand washing, staff will wash their hands. Signs will be posted describing hand washing steps near sinks. Hand sanitizer will be used if soap and water is not readily available. Children will be supervised when using hand sanitizer and when washing their hands. Hand washing will take place at each transition.
- Children will be required to keep their hands to themselves and physical distancing will be encouraged. Children may come into close contact with others in their cluster.
- Toys and equipment will not be shared amongst other clusters.
- All children and staff should cover coughs and sneezes and wash hands right after doing so.
- Children must bring their own snacks and lunch. No one will be allowed to share food.

Isolation- Sick Child and Staff Protocol

Sick children and staff are required to stay home and will not be allowed to participate in program. "Sick" is someone exhibiting, but not limited to, the following symptoms: cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat and/or vomiting. Should your child develop any of the symptoms above, please

immediately notify Brandi at bdionne@crpd.com immediately.

Staff will be vigilant in monitoring symptoms of children and themselves and will notify a supervisor if they or a child is showing symptoms of being sick (symptoms listed above). Children and staff who arrive sick or become sick while at program will be sent home immediately. Parents/guardians must be prepared to pick up as soon as possible should they receive notification that their child is showing signs of illness.

Staff and children who become sick while at program will be isolated from all others. One staff member will maintain physical distance of at least 6 feet and will supervise any sick children in the resting area until a parent/guardian arrives to pick them up. Children will be made as comfortable as possible. If a cluster has a COVID-19 confirmed participant, District protocol will be followed. Sick staff and children may not return until they have consulted with their doctor about resuming public activities. A record that a doctor was consulted will be required to be readmitted into any programs.

Non-COVID-19 Health Related Concerns

All health-related concerns should be noted clearly on your Child Information Form. We also recommend when possible speaking directly to your site Supervisor.

Medications

Children who take medication during program hours should bring it in their lunch container. The lunch container should be labeled with the child's name and the medication **MUST BE LABELED** with the child's name and content. Children can be reminded to take medication, but they are responsible for doing so. Children with life threatening conditions such as asthma, food allergies or bee sting allergies should keep their medication with them at all times. The medication portion of the Child Information Form must be completed for children taking or carrying medication at program. Staff cannot administer or hold onto medication unless arrangements have been made ahead of time with either the Recreation Coordinator or Recreation Supervisor.

We will make every reasonable effort to comply with the Americans with Disabilities Act. If your child requires accommodations, please call us in advance at 916-369-9844.

Program Expectations

We have a few rules to keep children, staff and our facilities safe. Rules will be discussed every Monday with reminders throughout the week.

Please review with your child prior to the start of program:

- Follow directions; listen to, respect and cooperate with others
- Respect the park, facilities and animals

- Keep one foot on the ground at all times; NO TREE CLIMBING!
- Keep rocks and all “ground stuff” on the ground
- Stay 10 feet away from pond/ lake at all times (if applicable)
- You must wear shoes at all times at program
- Do not bring cell phones, toys or valuables from home

Behavioral Policies

Inappropriate behavior will be addressed promptly. The situation will be discussed by the staff and the participant(s) involved. The parent(s) of the child(ren) may be contacted.

The following format is used:

- 1st offense Warning
- 2nd offense Removal from the activity (temporarily)
- 3rd offense Removal from activity; child speaks to Recreation Coordinator, parent may be contacted.

Possible consequences include sitting out from a group activity or having to write a letter home. Should you receive one of these letters, please discuss the incident with your child, sign the letter (so we know you received it) and return it to program the next day.

If the behavior is such that the child is a danger to himself or others, or is interfering with the program, you will be asked to pick up your child from program immediately. NO REFUNDS will be issued for children missing due to behavioral incidents.

Physical aggression or violence is addressed as follows:

If the offense is severe enough the child will be removed from the program with no refund.

- 1st offense Removal from activity, speak to Recreation Coordinator, parents will be called. If the child is uncooperative, violent or disrespectful of staff, the child will be sent home.
- 2nd offense Suspended from program for a day, speak with the Recreation Supervisor.
- 3rd offense Permanent removal from program.

The actions taken by staff will be governed by the age of the child and the behavior. If the staff feels the child is a danger to themselves or others, they will be immediately suspended from the program. Our program is recreational in nature; staff is not trained in psychological or behavioral disorders. Staff will attempt to work with the child and parents within reason, however the safety of the other children and our staff is paramount. No child will be allowed to participate if they threaten the safety of others.

Staff

Recreation Supervisor

The Recreation Supervisor is responsible for creating and/or implementing the program, the policies and the procedures necessary to ensure safety of staff and participants in addition to

providing quality community enrichment. The Recreation Supervisor deals with administration and registration of the program along with customer service and satisfaction. The supervisor also organizes and conducts the hiring and training process for summer staff.

Recreation Coordinator

Under the direction of the Recreation Supervisor, the Recreation Coordinator is responsible for the daily operations of the program, safety and supervision of all staff and participants, proper opening/closing of facilities and maintaining a supply inventory, forms and records, as needed. This position will assist in creating or improving themes, curriculum, policies, procedures and scheduling. The Recreation Coordinator will also address any customer service or staff related issues.

Recreation Leaders

The Recreation Leader is responsible for facilitating, initiating and leading children's games and crafts. This position works directly with children and is accountable for their safety and supervision throughout the day's activities. Recreation Leaders are expected to create and maintain a safe, enjoyable and fun atmosphere for children, as well as, be a leader and a role model for appropriate social and physical behaviors.

We are very proud of the quality of staff we have assembled for this program. Our staff is hired and trained specifically for these leadership positions. To be considered for a Recreation Leader position, an applicant must be a minimum of 15 years of age and have experience working with children ages 5-11. Candidates are screened through an interview process, a reference check and a Live Scan fingerprinting check for any criminal convictions. Our staff is certified in CPR and First Aid and undergo yearly training which include mandated reporting, activity and games training, leadership, problem-solving, handling behaviors and discipline and COVID-19 protocols. All have been selected for their enthusiasm, love of children and the particular skills and strengths they bring to the program.

Things to Bring

- **Shoes** - Children must arrive with closed-toed shoes to be able to run in and clothing that can get dirty.
- **Backpack** - Children will carry their belongings as they change activity locations. Please ensure that your child's bag is light enough to carry. Two shoulder strapped bags are suggested.
- **Snack** - Children will need to bring a snack in addition to a lunch. Morning snack is near 10 a.m. and many children need an afternoon snack around 3 p.m. Snacks are separate from lunch and often times require an additional drink.
- **Lunch** - Each child is responsible for providing their own lunch. An insulated lunch bag with an ice pack is suggested. Sharing or trading food is not allowed.
- **Sunscreen** - Each child needs to bring sunscreen and apply it to themselves several times a day.
- **Water** - Refillable water bottles are recommended. Water breaks are encouraged throughout the day to keep hydrated. Staff will assist with refilling of water bottles,

however, having 2-3 water bottles of full water is encouraged.

VERY IMPORTANT: The majority of the child's day will be spent outside and we want them protected as much as possible, water and sunscreen are a must, hats are encouraged.

What NOT to Bring

We are not responsible for lost, damaged or stolen belongings. Toys, valuables and electronics are not recommended. Cell phones are not allowed out. If a cell phone is a necessity, phones must be left in backpacks during program hours. Staff have access to District phones if parental contact is mandatory. Continual program disruptions by cell phones will result in the phone being turned into the Recreation Coordinator for parent pick up.

Communication: Bloomz

New this year families will be able to communicate via the Bloomz app. Bloomz is a great tool to be in direct contact with the program, you'll be able to message staff, receive daily updates, share photos and access the activity calendar. You will be able to sign up for Bloomz.net through an invite that will be emailed by the Recreation Coordinator.

Contact Information

General, non-urgent District questions are best directed to customerservice@crpd.com. Questions specific to the childcare program can be emailed to bdionne@crpd.com. Once program begins, time sensitive questions or concerns are best directed to your specific site using the site contact information listed:

Childcare Location	Supervisor & Email	Address & Phone
Hagan Community Center	Brandi Dionne bdionne@crpd.com	2197 Chase Drive 916-369-9844
Mather Sports Center	Nina Sinor nsinor@crpd.com	3755 Schriever Avenue 916-362-1704
Neil Orchard Senior Activities Center	Heather Shelske hshelske@crpd.com	3480 Routier Road 916-366-3133

Thank you for selecting Cordova for your child's summer childcare, we look forward to a fun filled summer!

Updated: June 3, 2020 11 a.m.