

El Dorado County Office of Education

Charter Extended Day
*"Where Fun and Learning
Go Hand-in-Hand"*
Summer Program 2020
Parent Handbook

Extended Day Main Office
6767 Green Valley Rd., Bldg. K, Placerville, CA. 95667
530-295-2298

MISSION STATEMENT

*The Extended Day program
provides safe, high quality, and
affordable childcare to students in
grades K-8, enrolled in and attending
an El Dorado County public school.*

*We cultivate the creative and intellectual
promise of each child by offering
enhanced educational opportunities in
a structured setting where fun and
learning go hand-in-hand.*

Table of Contents

<u>Program</u>	
<u>Framework</u>	Page 3
• Dates	
• Locations	
• Hours of Operation	
<u>Equal Opportunity</u>	
Page 3	
<u>Registration</u>	
Page 4	
• Minimums	
• Rates	
• Fees	
• Account Deposit	
• Cancellation	
• Student Enrollment/Emergency Forms	
• Calendars	
• Payments	
• Release of Information	
<u>Student Expectations</u>	
Page 5	
<u>Parent/Guardian Expectations</u>	
Page 5	
<u>Site Emergencies/Closures</u>	
Page 5	
<u>Check-In/Out Procedures</u>	
Page 6	
• Arrival	
• Checking-in	
• Health Questionnaire	
• Responses to Health Concerns	
• Checking-out	
<u>Absences/Late Pick Up</u>	
Page 7	
<u>Medications</u>	
Page 7	
<u>Illness</u>	
Page 7	

Accidents Injuries.....
Page 7

Extreme Heat/Poor Air Quality.....
Page 8

Hygiene.....
Page 8

Restrooms.....
Page 8

Meals and Snacks.....
Page 8

Summer Site Contact Information.....
Page 9

Support.....
Page 9

Program Framework

The summer program is available to students in K-8th grade, who are enrolled in and attending a public school operated by an El Dorado County public school district. Registration priority is to essential workers, and was determined by a lottery system after the June 8th, 5:00 p.m. deadline. Students who were not selected were placed on a waitlist in priority placement order. Those who call the office after the deadline continue to be placed on the waitlist in order of the time the call was received.

Dates: June 15 - July 31, 2020 (closed July 3, 2020 in observance of Independence Day)

Locations: Sierra School - Multi Purpose Room / 1100 Thompson Way, Placerville, 95667

Pleasant Grove School - Multi Purpose Room / 2540 Green Valley Rd, Rescue, 95672

Silva Valley School - Multi Purpose Room / 3001 Golden Eagle Ln, El Dorado Hills, 95762

Hours of operation: 7:30 a.m. to 5:30 p.m, Monday through Friday.

In order to align with best practices in regards to health and safety guidelines from the Center of Disease Control (CDC), the program will be reducing the capacity of student enrollment (60 students per summer site), as well as limiting the number of students in each group (cohort). Each cohort will be made up of one staff member per twelve students (1:12). Staff and students will remain in the same groups as much as possible to create stable cohorts. Students will be grouped by age/grade to allow peer socialization opportunities. Students will be provided color coded wristbands, ensuring each student group is easily identified from others. If the guidance measures are

loosened as summer progresses, then we may increase the group sizes and site enrollment accordingly.

Staff will wear masks, however students are not required to wear them. If a parent/guardian chooses to have their child wear a mask, they may provide one, or Extended Day will provide one if needed. The health and safety of our staff and students remains our top priority.

At each school site, multipurpose rooms will be used to facilitate summer projects and activities. The internal environment will be set up using furniture and equipment to allow for separation of cohorts, supporting social distancing. Schedules and routines will be created to ensure each group will be taking turns using outdoor spaces, offering daily recreation and physical fitness time. Equipment/materials will be cleaned/sanitized between rotations. Meals and snacks will take place outdoors as much as possible with physical distancing, and tables will be cleaned and sanitized before and after use.

Equal Opportunity

The County Board of Education and Superintendent are committed to equal opportunity for all individuals in education. County Office of Education programs and activities shall be free from discrimination based on gender, gender identity of expression, or genetic information, race, color, age, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sex, sexual orientation, or the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Registration

Those selected through the lottery were notified by email to complete the registration process (including completing a *Student Enrollment/Emergency Form, a June Calendar, and paying the deposit & fees for each student) no later than Sunday, June 14, 2020 at 11:59 p.m.

Minimums: 25 hour per week/per child

Rates: \$4.60 per hour/per child - flex only

Fees: \$35.00 per child materials use fee

\$25.00 Account Activation Fee - new enrollments & inactive accounts (no activity in last 12 months)

Account Deposit: \$50.00 per child

All accounts are required to be paid current to utilize the summer Extended Day program. If registration is not completed by the deadline of Sunday, June 14, 2020 at 11:59 p.m., then the enrollment will be cancelled, and placement will be offered to the next student on the priority list.

Cancellations of summer service: Must have been made by Sunday, June 14, 2020 at 11:59 p.m. by calling the Extended Day Office at (530)295-2298 (no cancellations will be taken at any Extended Day site). If service is cancelled, placement will be offered to the next student on the priority list.

Student Enrollment/Emergency Forms: Required for each child, will need to include the Account holder's social security number, birthdate, and a minimum of two local emergency contacts. If the account holder does not provide a social security number and birthdate, advance payment for the full month of service is required. If health conditions exist, or medications are needed, parents/guardians must complete the Additional Student Information Form (See Medications pg 5).

Calendars: Must be completed for each child. Any day used within a week constitutes a minimum charge for the week. If no service is needed for any week, the spot will be forfeited for that week and offered to another family.

Payments: Can be made online, or by mailing a check, money order, or cashiers check. Cash payments are accepted only at the Extended Day office with an exact amount, as no change can be given. Online accounts can be set up at eday.edcoe.org.

Release of Information: All parents/legal guardians have a right to access their child's Extended Day records. Requests for copies of documents not available online, must be in writing and submitted to the Extended Day office (fees may apply). For non-contracted parents/legal guardians, the contracting parent will be notified that a request was made and that the information will be released no later than 3 weeks from the date the request was received. Exceptions to this would occur in the event of law enforcement or a court document requesting or restricting information.

Student Expectations

Extended Day will provide students with ongoing activities that are fun and engaging. Students will have access to adequate toys and materials, and will not be permitted to bring items from home. Individual student supplies (pencils, crayons, markers, watercolors, etc.) will be labeled with their name, contained and separated from others, and available for their own use.

Students will be expected to obey site rules and expectations, remain in their assigned cohort and work area, and follow staff's directions. If a student does not follow school or site rules, a verbal warning and/or recovery time is given. Students who intentionally do not respect program staff and/or expectations, display verbal or physical aggression, or put others' health and safety at risk, will have parents/guardians contacted to pick up immediately, and may be suspended and/or asked to leave the program without a refund. At times meetings may be required prior to a student returning to Extended Day.

Law Enforcement may be contacted, and involved for any serious disciplinary incidents or issues, including the behavior or actions of any parent, guardian, or adult.

Parent/Guardian Expectations

Parents/guardians are expected to monitor their child(ren)s daily health and inform the site Instructor of any possible illness and/or exposure. If a child has had any symptoms, such as; cough, fever, diaherria, rash, trouble breathing, or vomiting, they should be kept home and **should not return until they are symptom free for 72 hours without medication**. Parents are expected to provide immediate pick for their child(ren) if symptoms of illness occur during the day. Personal contact information is required to be current and up to date.

To mitigate exposure to germs, we are requesting the same parent/guardian to drop off and pick up their child(ren) whenever possible. Parents/guardians should not enter rooms or activity areas where students and/or staff are present, and are to remain in the designated area where check-in/out procedures take place.

If parents have any questions or concerns in regards to any students other than their own, of other parents/guardians, or site staff members, they are expected to refrain from approaching them and call the Program Manager or Supervisor for assistance.

Site Emergencies/Closures

Communications involving site emergencies (power outage, etc.) and/or closures will be communicated through our Parent Square messaging tool, via text, phone call, or email. Parents/guardians are expected to keep their contact information current, phone number(s) and email address(es), to ensure messages are received. You may also call the Extended Day office for more information at (530) 295-2298.

Check-In/Out Procedures

Arrival: With designated and clearly marked locations at each site, parents will follow a one way in and out traffic flow. Distancing will occur, and parents/guardians are asked to not exit their vehicles. Parents/guardians must wait at designated spots, until previous families have left, and not move forward until greeted by staff and asked to do so. Parents/guardians are expected to be prepared, and respect the time necessary for the health screening/check in process, to ensure the overall health and safety of students, staff, and community.

Checking-in: Parents will be approached in their vehicle and given a health questionnaire. Students will go with a staff member to a curbside table, sanitize their hands, receive a visual health screening, and be provided a temperature check using a “no touch” forehead thermometer. The students' time of arrival will be documented by

the Instructor, the student will receive a color coded wristband, and then be directed to their designated group.

Health Questionnaire:

1. Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, flu-like symptoms or been diagnosed with COVID 19 in the past 14 days?
2. Do you or your child live with anyone or do you or your child have a fever, cough, and/or shortness of breath? For children and adults, fever is 100.4 degrees.
3. Do you or your child live with anyone or do you or your child have any other signs of other communicable illness such as a cold, flu, rash, or inflammation?
4. Do you or your child live with anyone or have you or your child experienced diarrhea or vomiting within the past 24 hours?

Responses to Health Concerns: Any student who has a temperature of 100.4 or higher, or is showing any symptoms of illness, or whose parent/guardian replies “yes” to the questionnaire, will not be permitted to stay.

Checking-out: Parents/guardians are expected to wait in their vehicles at the designated drop off/pick up spot and not exit their vehicles. Staff will acknowledge their arrival**. The Instructor will document the students departure time, and a staff will escort the student to their parent/guardian to go home.

**If at any time a staff is not visibly available to address a parent/guardian, please call the site phone number and someone will assist you as soon as possible.

For your child’s safety and protection, you must notify the site Instructor and complete a Change of Emergency Information form when authorized persons to pick up have changed. ID will be required as needed to release children from care. Children will not be released to a person(s) suspected of being under the influence of drugs or alcohol. Sheriff/Police may be contacted.

Absences/Late Pick Up

Closing time is 5:30 p.m. at all Extended Day summer sites. If the last child in attendance is picked up prior to closing time, the program will close early. If a child is not picked up within 15 minutes past site closing time, and there has been no parent/guardian communication, an emergency contact from the Student Enrollment/Emergency Form will be called to pick up your child. If after Extended Day personnel have exhausted all known means to locate you or an emergency contact after 30 minutes has elapsed since site closure, Sheriff/Police and Child Protective Services will be called for assistance.

Late fees will apply for children picked up after 5:30 at a rate of \$5.00 per child/per 15 minutes late. After 3 late pick ups, late fees will increase to \$10.00 per child/per 15 minutes late, and will remain in effect going forward. Continual late pick up could result in dismissal from the program.

Medications

A Medication Assistance Waiver is required annually if any medication, including over the counter medication, i.e. cough drops, sunscreen, fever reducers, etc., is to be administered to your child while at Extended Day.

- The waiver must be signed by the parent/legal guardian, and your child's physician.
- The waiver and all medication must be delivered by the parent/legal guardian to each Extended Day site your child attends.
- All medication must be in the original pharmacy container with the pharmacy label attached. Over the counter medication must be in the original container.

Illness

Each site will provide a designated isolation area, away from others, in the event that a student exhibits symptoms of a fever (100.4 F or higher), coughing, or other illness, after arrival. The parent/guardian will be contacted to provide immediate pick up for their student(s). Until picked up, the student will remain in the isolation area, be given a mask, and remain supervised accordingly.

Accidents Injuries

If a child appears to have, or complains of injury, the Extended Day Instructor will monitor the child's condition and call the parent/ legal guardian or emergency contact if necessary. If a child is seriously injured, 911 will be called immediately for medical assistance. The parent/guardian will be contacted using the phone numbers provided on the Student Enrollment/Emergency Form.

Extreme Heat/Poor Air Quality

Extreme heat and poor air quality guidelines are in place for the safety of the children in the Extended Day program. These guidelines help us determine when we will keep children inside or allow them to be outside. Outdoor activities may be canceled or limited if the temperature exceeds 104 degrees, and/or if the air quality index reaches 151 or higher.

Hygiene

All students and staff will be washing/sanitizing their hands first thing prior to joining their group for the day. Students will be provided information on how germs are spread and contracted. Staff will teach, model, and frequently monitor, handwashing with soap and water for 20 seconds (or use hand sanitizer), covering coughs and sneezes, and avoiding touching their face. Routines for regular hand washing will be implemented, as well as increased hand washing opportunities available as needed. Signs regarding proper health and hygiene procedures will be posted as visual reminders in locations where students are present.

Times of day handwashing would occur:

- Upon entry
- Before and after eating
- After playing outdoors
- After “messy” play (gluing, painting, etc.)
- After coughing, sneezing, use of tissue, or in contact with bodily fluids
- After using the restroom
- Before/After use of some toys/materials

Restrooms

Students will be sent to use the restroom one at a time. They will be checked out and in on a transition log, noting the time they left, and returned. Any student who is gone for more than 5 minutes will be checked up on by a staff member.

Restrooms on site are limited to use only by staff and registered students in attendance.

Meals and Snacks

Students should bring water bottles. Any food/beverage containers sent will require children's names be clearly labeled on the outside. There is no refrigeration or heating of food/drink available. The Extended Day Program will provide a morning and afternoon snack.

Any concerns in the area of food allergies will be addressed during registration. Families will be contacted as needed.

Summer Site Contact Information

Placerville Area Summer Extended Day
Sierra Elementary School
1100 Thompson Way, Placerville, CA 95667
530-295-4584

Rescue District Summer Extended Day
Pleasant Grove Middle School
2540 Green Valley Rd,
Rescue, CA 95672
530-295-4596

Buckeye District Summer Extended Day
Silva Valley Elementary
3001 Golden Eagle Ln,
El Dorado Hills, CA 95762
530-295-4588

Support

Extended Day Main Office (530) 295-2298

Senior Secretary, Kim Kozlowski
Account Facilitator, Amey Adkins
Account Specialist, Diedre Molnar
Program Coordinator, Brenda McComb
Program Supervisor, Lauri Mayfield
Program Manager, Lori Scalero