



**2020-2021**

# **SCHOOL-YEAR YOUTH PROGRAMS PARENT HANDBOOK**

**Policy, Procedure, and Information Packet**

Sessions 4 & 5: Updated 3/4/21

El Cerrito Community Center  
7007 Moeser Lane, El Cerrito, CA 94530  
Phone: (510) 559-7000  
Email: [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us)



## PROGRAM DIRECTORY

### RECREATION DEPARTMENT OFFICE

El Cerrito Community Center  
7007 Moeser Lane  
El Cerrito, CA 94530

[recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us)  
Main Line: (510) 559-7000

### LICENSED CHILDCARE SITES:

Fairmont School-Age Childcare Center  
715 Lexington Ave  
El Cerrito, CA 94530

Coordinator: Anthony Billups  
(510) 559-7031 Clubhouse  
[abillups@ci.el-cerrito.ca.us](mailto:abillups@ci.el-cerrito.ca.us)

Harding School-Age Childcare Center  
7115 "C" Street  
El Cerrito, CA 94530

Coordinator: Lila Banuelos  
(510) 559-7030 Clubhouse  
(510) 806-5959 Site Phone  
[lbanelos@ci.el-cerrito.ca.us](mailto:lbanelos@ci.el-cerrito.ca.us)  
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### RECREATIONAL PROGRAM SITES:

Arlington Clubhouse  
1120 Arlington Blvd El  
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Coordinator: Mark Deleon  
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Castro Clubhouse  
1420 Norvell Street  
El Cerrito, CA 94530

Coordinator: Sheryl Shute  
(510) 806-5962 Site Phone A  
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El Cerrito Community Center  
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## PROGRAM GOALS

Reflecting the 2020-21 WCCUSD school year model, the El Cerrito Recreation Department has adapted our School-Year Youth Programs model to help meet the care needs of our community. Following guidance from the state and county health offices, this program model centers around the best practices for providing childcare during the COVID-19 pandemic. Though the look and feel of our youth programs may be different than what families are used to, we remain dedicated to providing services that focus on the health and safety of students and staff, as well as allows our community to receive essential childcare services—all while still providing plenty of FUN: Friends, Unity, and New Experiences!

## PROGRAM MODEL

All Day Care, Learning Lab, and Afternoon Recreation programs will operate Monday through Thursday and be closed on Fridays. Families are required to commit to the entire session. Different pods will be spread out amongst City facilities and limited to groups of **14** or less students with dedicated City staff and instructors. These pods will stay outside for as much time as possible when weather conditions allow, including for distance learning.

**Learning Labs** will take place during the school day and provide a supervised environment where students can spend time with peers and focus on their distance learning. While there will be some activity and recess time, the majority of this time is designed to allow students the opportunity to complete virtual schoolwork with the support of their own teachers and schools. Staff are trained in safety and supervision but are not trained tutors or educators; they will provide support when possible and help keep students on schedule each day.

**Afternoon Recreation** is led by City staff who lead a variety of mostly outdoor activities including sports, schoolyard games, arts & crafts and more. This program is designed to allow students a fun, structured outlet for socialization and energy release after a day of at home distance learning.

**All Day Care** follows a model similar to the daytime learning lab followed by afternoon recreation. Students will begin the day with active play/PE, focus on their distance learning with the support of staff, and enjoy classic camp-like activities each afternoon amongst their pod mates.

**Enrichment Classes** are offered as another option for Afternoon Recreation. These classes will focus on a specific subject, and typically have their own unique class schedule set by the instructor.

## PROGRAM PHILOSOPHY

**Flexibility & adaptability are key:** As circumstances, health orders, and guidance around the COVID-19 pandemic change, our program model will too. Practices, policies and procedures may change throughout the session, and our staff appreciates your understanding and cooperation. Staff will continue to plan programs for the 2020-21 school year and details about future sessions will be made available at [www.el-cerrito.org/childcare](http://www.el-cerrito.org/childcare). Participants in the current session will continue to receive priority registration to re-enroll in their same pod for each new session.

**Health & safety is more important than ever:** This year, new policies and procedures related to illness prevention and containment will be put into place at each site. This includes but is not limited to health screenings, increased sanitization efforts, use of face coverings, and following state guidance related to Youth Cohorts.

**Children need us to believe in them:** Our staff believe that children learn best when developmentally appropriate programs are intentionally designed to reflect their interests. The foundation of a quality program is based on child development theory and research, and our Coordinators have a strong background in both! Our programs build skills and inspire curiosity, creativity, and innovation. Children are inherently capable and competent. They form an understanding of themselves and their place in the world through their interactions with others and their surroundings.

**Well trained staff are key to our program's success:** Quality learning opportunities come from well-trained, educated employees who are also caring, nurturing individuals. We believe that staff who are encouraged to share their own expertise and passions will lead activities that will foster the unique talents of the children they care for.

**Our relationship with your family is important:** Connecting with our families, schools and community members provides opportunities to enhance children's experience. Celebrating the rich diversity of our families and communities helps develop culturally inclusive children who will grow into adults ready to contribute to their diverse world.

**Continuous program improvement matters:** Quality recreational programs have far reaching, positive impact. Seeking new knowledge and learning from others to grow our programs and make them better is always a goal. Input from families helps us continually improve our services.

## CITY FEE POLICIES

We establish fees to ensure that these programs are 100% self-supporting, including overhead costs. While we aim to establish fees comparable to private and non-profit organizations in the community, lower student to staff ratios, increased custodial and sanitization support, and the need to be able to continually purchase Personal Protective Equipment (PPE) are resulting in continually rising costs. Lower ratios allow for high quality care and individual attention, but at significantly higher costs.

We accept third party payments from organizations that can subsidize the cost for those families that qualify. Examples include CocoKids at [www.cocokids.org](http://www.cocokids.org) or BananasBunch at [www.bananasbunch.org](http://www.bananasbunch.org), and families are encouraged to look into these options. We have also expanded the David Hunter Memorial Youth Scholarship, and families can apply more than once per school year. More information is available at [www.el-cerrito.org/scholarship](http://www.el-cerrito.org/scholarship).

Payment of program fees will be due at the time of registration. Families will make two partial payments: one at the time of registration, and an automatically charged second payment during the session (with the exception of gymnastics/enrichment programs, which are paid in-full upfront). **There will be no cancellations or refunds provided except for cases where students are returning to in-person school (2 weeks' notice required).**

## IMPORTANT INFORMATION

**Modification of Policies:** The City of El Cerrito reserves the right to modify any of the policies in this information packet. Families will be notified in writing of any changes via email to the main email address on your account with us.

**Right of California State Licensing Agency:** The City operates two types of programs: recreation programs that take place at City facilities, and a licensed childcare program that takes place in licensed clubhouses. The California State Licensing Agency has the following authority: to interview children or staff; to inspect/audit child or facility records without prior consent; to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect of inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

**Mandated Reporting:** The State of California mandates all childcare professionals report any instance of observed or suspected child abuse or neglect of a child, including those reported by the child. Staff are trained in the recognition and reporting of suspected abuse or neglect.

**No-Program Days:** All Day Care, Learning Labs, and Afternoon Recreation will not be offered on Fridays. Additionally, there will be no program on City Holidays. Other "No-Program Days" will be noted on the session schedule.

## GENERAL PROGRAM GUIDELINES

**Pods:** All programs will run using a “pod” model. A pod refers to a group of 14 or less students who will remain together for the entire program session, and do not intermix with other pods of students. Each pod will be led by staff or instructors dedicated specifically to that group. Pods, sometimes referred to as “cohorts” or “social bubbles,” can be thought of as your program household. For the health and safety of the children, their families and staff, we ask that everyone limit travel, social gatherings, and follow County and State health guidelines. **New for Session 5, students are allowed to attend their in-person school cohort in addition to their Recreation care pod.** The only additional activities allowed outside of your pod and in-person schooling would be programs that are completely no-touch, outside only, no shared supplies, and no close contact. This means families remain ineligible for a Recreation pod if they are participating other in-person childcare programs, sporting competitions/games with close contact or shared equipment, or any other group activity where participants would be within 6ft of each other for fifteen minutes or more.

**Registration & Emergency Information:** Registration will only be accepted online at [www.el-cerrito.org/onlinereg](http://www.el-cerrito.org/onlinereg). Registration requires a WebTrac account (for more information on creating an account or accessing an existing one, visit <http://www.el-cerrito.org/onlineinstructions>). All information on your account, especially contact information, must be kept up to date.

Students attending a pod at a licensed childcare site (Madera, Fairmont, or Harding Clubhouse) will additionally be required to complete state licensing forms if not already submitted this school year. All required forms are available at [www.el-cerrito.org/childcare](http://www.el-cerrito.org/childcare) and are due within one business day of online registration. Completed forms can be emailed to [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us) or dropped in the mail slot at 7007 Moeser Lane (near the Community Center Hall front entrance).

### **SESSION 5 REGISTRATION INFORMATION**

**Priority Registration** (for returning Session 3 families enrolling in their *same* pod): Monday, 3/8/21 at 8am

**General Registration** (open to all): Wednesday, 3/10/21 at 8am

**\*Online Registration Closes:** Sunday, 4/11/21

If the program you are interested in is full, please add yourself to the waitlist. Every effort will be made to open additional pods where there is enough interest.

\*Late starts/registrations can be accommodated if space permits. After online registration closes please inquire about signing up via email to [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us) as registrations must go through the Recreation Department office once programs have begun.

**Cancellations, Transfers & Refunds:** Cancellations or transfers will **not be permitted**. No refunds will be provided except for cases in which a student is resuming in-person learning at their school, and school schedule conflicts with program schedule. If a participant needs to cancel to return to in-person school, a cancellation request must be made in writing to [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us) with two weeks' notice.

If a program day is cancelled by the Recreation Department due to severe weather, a PSPS, or other reason, families will receive a credit at the end of the session for the missed time in the form of either a household credit or credit card refund.



**Enrollment Minimums:** The City of El Cerrito reserves the right to combine or cancel any programs that do not reach the enrollment minimum. In cases of cancellation, participants will receive a full refund of program fees. The combining of pods may happen at any point during the registration period to avoid last minute cancellations and may result in location or slight time changes. Families will be notified via email and/or phone call of any changes.

**Supervision Ratio:** Our ratio of adults to children during pandemic programming is 1:7. There will be some instances where we may operate at a ratio of 1:14.

**Indoor/Outdoor Time:** Best practice during the COVID-19 pandemic is for children to spend as much time outdoors as possible. However, during inclement weather such as rain or unhealthy air quality, or for short breaks or special activities, there may be times when children move indoors. Each pod will have a designated indoor space assigned only to them, equipped with additional sanitizing supplies and 2 HEPA filter air purifiers. On days where children must spend most time indoors due to inclement weather, face shields will be provided to both children and staff to be worn in addition to masks.

**Dressing for the Weather:** Participants will spend most of the program time outdoors, except in instances of inclement weather or unhealthy air quality. Should it be raining or fall below cold temperatures (typically ~50-55 degrees), staff will use their best judgment to determine if it is necessary to move indoors. Less active programs such as Learning Labs or All Day Care may need to move indoors sooner in cases of cold weather. Students should be appropriately dressed for the weather. Layers are best, and all students should wear athletic clothing for running around and getting dirty, as well as close-toed athletic shoes. Staff will use discretion in determining whether a child is dressed appropriately to play outside in differing weather conditions using the chart below:

Above 90 degrees	Children will stay in shaded areas and have mandatory water breaks
Above 60 degrees - 90	I can choose what I want to wear!
60 – 51 degrees	I need a jacket or long sleeves, legs covered
50 – 41 degrees	I need a coat, hat and legs covered. Gloves recommended.
40 degrees or lower	I need a winter coat, hat & gloves, snow pants and boots

**PSPS and/or Poor Air Quality Days:** If a PSPS goes in effect and power is not available at a site, that site will close for the day. If any site has a water shut off, due to a PSPS or otherwise, program will have to close at that site until water can be restored. Additionally, staff pay close attention to air quality daily. The following criteria are applied to programs:

Air is “green or yellow” at 0-99 particulates:	Children may remain outdoors and play freely
Air is “orange” at 100-150 particulates	Children may remain outdoors for most of the time with some indoor breaks. Outdoor time will exclude all intense physical activity.
Air is “red” at 150-199 particulates	Children will remain completely indoors except for short snack/lunch breaks
Air is “dark red/purple” at 200+ particulates:	Decisions may be made to close the program for the day

**What to Bring:** All students should arrive in laundered layered clothes, bathed, and with hands washed immediately prior to entering your car to transport to program. In a labeled backpack bring: 2 clean face coverings that can stay attached to your child's body at all times, 3 full water bottles, 1-2 hats, sunscreen (please apply at home first), and 2-3 nut-free snacks. Additionally, students in All Day and Learning Lab programs should also bring distance learning needs (see below), reading materials or items for "quiet time," and project supplies including markers, crayons, scissors, and a glue stick.

**Distance Learning Needs:** Students should bring all supplies needed to complete distance learning including laptop/tablet devices with hotspots, headphones for listening to their instruction, device chargers, workbooks and worksheets, pens & pencils, etc. Students are also asked to bring extra books and/or reading material or other "quiet time." Although facilities are equipped with Wi-Fi, internet access is not guaranteed (there may be days/times when the internet is down or overloaded). Personal hotspots are the best way to guarantee your child has internet access.

**What NOT to Bring:** Students should not bring cell phones, music devices, video games, trading cards, or money. The Recreation Department, including Staff and Instructors, are not responsible for any items that are brought to our programs. If in an All Day or Learning Lab program, please talk to your child about using their laptop/tablet responsibly. While staff with check-in on students and keep an eye on screens, many distance learning activities include games, YouTube videos, or other assignments that are hard to differentiate between school and play.

**Lost and Found:** Please label all belongings so that we can do our best to return lost items. Parents/guardians will not be permitted to enter the program area, therefore lost and found bins will not be available to check. Students may rotate locations throughout their day (for example from the clubhouse to nearby field). Staff will remind students at every transition to collect their belongings and do their best to sweep the areas and identify/return missing items. All items not returned to students by the end of the session will be donated.

**Nondiscrimination Policy:** We have a policy of nondiscrimination based on race, religion, color, creed, ethnic background, sexual orientation, gender or disability.

**Parent/Guardian Involvement:** While involvement in the program is essential, non-program staff, including parents/guardians, are not permitted in the program facility or surrounding areas used for programs activities. Instead we ask that your questions, comments, and feedback be provided to staff via email or phone call. Guardians must cooperate with all policies and procedures and are responsible for respecting staff and handling their concerns in a professional matter.

**Change of Address/Phone:** It is important that the parent/guardian contact the site as well as the El Cerrito Recreation Office via email to [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us) if their home address or phone numbers change during the session. In the event of an emergency, staff must always have the most current contact and emergency information. Proof of household address may be requested at any time to verify residency. This may be in the form of a utility bill or rental lease.

**Wait List Policy:** Once a pod is full, you can still complete the registration process to be on a waiting list (no fees will be charged at that time). If space becomes available or a new pod is added, the guardian will be called and/or emailed and given 1-2 business days to respond. All waitlists expire at the end of the session and new waitlists will be formed as needed in future sessions. It is strongly encouraged that families join the waitlist for a program they are interested in if it becomes full. The Recreation Department will make every effort to open additional pods with enough interest.

## **DROP-OFF AND PICK-UP PROCEDURES**

**Drop-Off & Pick-Up Windows:** Each program has a specific drop-off and pick-up time to prevent congregation and program disruption. Drop-off is within the first 15 minutes of the program start time, and pick-up within the last 15 minutes of the end time. For example, if your program begins at 8:30am, drop-off is between 8:30-8:45am. If your program ends at 4pm, pick up is between 3:45-4pm. Exception requests must be made in advance and approved by the site Coordinator.

**“Curbside” Drop-Off and Pick-Up:** Non-program staff, including parents/guardians, are not permitted in the program facility. Special drop-off and pick-up procedures have been put into place to reduce possible exposure and prevent close congregation. Students must be accompanied by a parent/guardian at drop-off to verify health screenings. It is requested that the same guardian drop-off and pick-up as often as possible to limit interactions within the pod. Face-coverings must be worn during drop-off and pick-up.

**Drop-off:** At each location, a curbside area will be identified as the drop-off/pick-up area.

- Adults are encouraged to remain in their vehicle when possible and answer staff questions from the car, especially after the first day.
- Tape lines will identify where the staff will stand and where parents can stand, 6 feet apart, to drop-off.
- Students must have all required supplies with them and arrive clean with washed hands, clean clothes, and sunscreen pre-applied.

**Pick-Up:** Staff will record who picked-up the child and at what time after checking ID.

- Only those authorized by the parent/guardian in writing and age 18+ will be allowed to sign-out a child from the program. ID's must be visible upon pickup.
- Staff must prohibit a person showing signs of intoxication from picking up a child in care.
- Early pick-ups must be approved by the Coordinator in advance and should only be for essential activities.
- Parents who arrive outside of the pick-up window must call the site phone number and wait in their vehicle until their student can be released safely.

**Late Pick-Up Policy & Fees:** Late pick-ups are NOT permitted. Failure to arrive during your pick-up window will require a phone call and may result in a delay before your child can be released. For health & safety reasons, guardians picking up may have to wait until other pods at that location are finished with pick-ups prior to their child being released. This may increase late fees due. Anytime a child is picked up after their regularly scheduled pick-up window, a late pick-up fee will be charged. Any late pick-up results in a \$20 charge plus an additional \$1 per minute until your child is released. Example: Releasing your child 20 minutes after your designated pick-up window results in \$20 + \$20 = \$40

## COVID-19 RELATED PROCEDURES

**Facilities and Equipment:** In addition to daily deep cleanings, frequent disinfection of high touch surfaces will occur throughout the day, including but not limited to toys, tables, chairs, bathrooms, and outdoor surfaces. All pods will have their own designated areas. Some partial-day pods may share a designated area at different times of the day in which case facilities will be cleaned and disinfected between groups. EPA approved disinfectants and cleaning products will be used by staff.

**Face Coverings Required:** On 6/18/20, the State of California issued guidance requiring the use of face coverings across the state in public spaces. This is always true indoors, and outdoors when persons cannot be physically distant. We recognize that this practice may be new and at times difficult for children, and we are committed to working with students to help them wear face coverings as required. Our team will provide lots of gentle reminders and be understanding when children need distanced, outdoor breaks or direction. Please send your student wearing a face covering each day and have them wear it at drop off. A back-up face covering should be kept in their bag. Cloth coverings are recommended. Please have the face covering attached to your child so that it cannot stray. Please wash all face coverings every day after program and talk to your child about the importance of keeping their masks on as well as distancing from others.

**Student and Staff Hygiene:** Students and staff will be expected to follow the below protocols regarding hygiene and prevention while in program:

- Staff and students are required to wear face-coverings while attending programs.
- Students and Staff will wash hands often with soap and water, especially if visibly dirty. 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.
- Students must keep their hands to themselves and physical distancing will be encouraged when possible. Students may come into close contact with others in their pod. However, each pod will have their own designated space that is physically distanced from any other pod.
- Toys and equipment will not be shared amongst other pods.
- All students and staff should cover coughs and sneezes and wash hands right after doing so.
- Students must bring their own snacks and lunch. No one will be allowed to share food. Snack/lunch will be eaten outdoors (except in cases of rain), away from other pods. There is no refrigeration or reheating.
- All children and staff should engage in proper hand hygiene at the following times: arrival to the facility and after breaks, before and after eating or handling food, after using the restroom, after playing outdoors, after handling garbage. After assisting children with handwashing, staff will wash their hands. Signs will be posted describing handwashing steps near sinks.

**Isolation, Sick Child, & Sick Staff Policy:** Sick children and staff are required to stay home and will not be allowed to participate in their pods. "Sick" is defined as someone exhibiting, but not limited to, the following symptoms: cough, shortness of breath, fever (temp 100°F or higher), sore throat, loss of taste and/or smell, chills, vomiting, and/or diarrhea. Should your child develop any of the symptoms above, please immediately notify the program via email to [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us). A doctor's note or negative COVID-19 test may be required to return to program in cases where a participant is experiencing any COVID-19 symptom.

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

Staff and students who become sick while in program will be isolated from all other students. One staff member will maintain physical distance of at least 6 feet and will supervise any sick children in the isolation area until a parent/guardian arrives to pick them up. Staff will also be required to wear PPE including gloves and face shield. Children will be made as comfortable as possible. If a pod has a COVID-19 confirmed participant, the other members of that pod will be informed. Staff will follow up with County Health Services to implement contact tracing procedures. Further, it is likely that pod programming may be cancelled due to an illness in the program.

Sick staff members and campers may not return without a doctor's permission, negative COVID-19 test, and in applicable cases until any quarantine or isolation periods have ended.

## HEALTH POLICIES

**Medical Conditions & Vulnerable/High Risk Group Guidelines:** The current Contra Costa County Health Order recommends excluding children from programs who have underlying medical conditions that could put them at higher risk for severe illness from COVID-19. Participants in this category should consult with their doctor before enrolling. Children with allergies, medical conditions, disabilities, or other pertinent health related information should include this information in an email to the program supervisor so that it can be added to our roster notes. Children who are eligible to wear a face shield instead of a face covering for medical reasons must wear a shield that has a drape that covers the area from the end of the shield to the clothes.

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

Upon arrival, guardians will be asked to report their child's morning's temperature reading **or** the child's temperature will be read again via touchless thermometer. Guardians will be asked if their child or anyone in their household is experiencing any symptoms of illness. Verbal parent reports will be recorded by staff before the student can join their pod. If students are seen to be exhibiting signs of illness, they will be subject to follow up screening. Throughout the day, if students experience illness symptoms at any point, staff reserve the right to require immediate pick-up from the program.



## **ENFORCEMENT OF CUSTODY REQUIREMENTS**

The Recreation Department will attempt to enforce custody requirements under the following conditions:

- That a copy of the custody order be on file with the Program Supervisor
- That both parents are aware that should disagreements related to the custody order occur at our site, the local police department will be called for their assistance
- If the contracting parent or guardian chooses not to list the divorced or separated parent, pursuant to licensing regulations, staff cannot deny access to a biological parent/legal guardian without a court signed order
- If someone claiming to be the non-custodial, biological parent arrives to pick up the child, and they are not listed on the Emergency Card, and we do not have confirmation that they are indeed the biological parent/legal guardian, staff will:
  - Contact the contracting parent or legal guardian
  - Explain to the non-custodial, biological parent that we cannot release the child to them without permission from the contracting parent or guardian. Staff will explain the release procedure
  - If the contracting parent or guardian cannot be reached and permission given, staff may need to call the police
  - The police will then confirm the identity of the non-custodial, biological parent and release the child to the non-custodial biological parent at their discretion

## **PARENT/LEGAL GUARDIAN COMPLIANCE WITH EL CERRITO RECREATION DEPARTMENT POLICIES**

Parents are expected to comply with El Cerrito Recreation Department policies and regulations. Continued noncompliance with policies or regulations may result in suspension from or termination of services. We reserve the right to suspend any child for disciplinary reasons. In such cases, program fees will not be refunded. Children who compromise the safety of the children and staff will be suspended or removed from the program. Other instances when services may be suspended and/or terminated:

- Non-payment of program fees
- Failure to pick-up a child by program end time more than three (3) times during a session
- Failure to comply with health and safety polices or with Community Care Licensing requirements, if applicable
- Refusal to communicate with staff and/or work collaboratively with staff to resolve any issues including failure to disclose issues which impact staff's ability to successfully provide services, i.e. special needs, behavioral history or custody-related issues
- Exhibiting uncooperative, abusive, or demeaning behavior towards staff, children, or other adults on site
- Direct attempts on the part of parents/legal guardians to resolve problems with other children. All concerns must be addressed with the staff

## POLICIES TO PREVENT CHILD ABUSE

The health and well-being of your child(ren) is essential to the City of El Cerrito Recreation Department. The Department has developed a policy on the prevention of child abuse that includes the following provisions:

- Sites function as “closed” campuses. Parents/Guardians may only engage with their own children or those they are authorized to sign out.
- Parents will be informed about their child’s program participation, and are encouraged to ask questions or provide feedback via email or telephone calls to their site Coordinator.
- Staff will be alert to the physical and emotional state of all children. When any sign of injury or suspected abuse is detected, the Site Coordinator and Program Supervisor will be notified immediately.
- Staff will offer information on child abuse and assistance to parents and children through workshops and resource materials upon request.
- Staff will not release a child to anyone other than the authorized parents/guardians or other individuals authorized by parents. Daily sign-in and sign-out logs will be maintained and kept on file.
- Staff and volunteers will not verbally or emotionally abuse or punish children. They will not discipline children by use of physical punishment or by failing to provide the necessities of care, such as food and shelter.
- Staff will be finger-printed and receive clearances before working. They will be trained on the signs of child abuse and the approved procedures for responding to the suspicion of abuse.
- Staff may not be alone with children they meet in City of El Cerrito programs outside of the program. This includes babysitting, sleepovers, inviting children to their home, gift-giving and special phone calls to an individual child. **We ask that you please not jeopardize a staff members’ employment by asking them to babysit.**
- To report concerns, please contact the Recreation Supervisor overseeing Youth Services at 510-559-7003.
- Some Before and After School Programs are licensed through the Department of Social Services (DSS). When an incident occurs and/or is brought to our attention, the Recreation Department is legally bound to notify DSS or Child Protective Services (CPS).

## BEHAVIOR POLICY

We have adopted the Positive Discipline model and train staff to use this system in managing classrooms. All teaching staff develop and maintain an open line of communication with parents/guardians. Should any misbehavior, behavioral changes or positive incidents occur with a child in our care, they will speak with the parent/guardian. No corporal punishment or punitive measures are administered in our programs.

Staff strive to provide an environment that supports positive behavior management through a combination of setting boundaries, reminders, and providing encouragement. Children must not verbally or physically abuse or hurt themselves, staff, or other children in City of El Cerrito programs. This includes but is not limited to:

- Deliberate mistreatment of other children, including bullying (please refer to the Bullying Prevention section)
- Uncooperative, abusive behavior (physically or verbally) towards staff
- Deliberate misuse of equipment, materials, and destruction of property
- Leaving the sites or field trip locations without authorization
- Bringing dangerous objects to the sites
- Using threatening language towards self, staff, or other children in the program

Children differ widely, but inappropriate behavior can be lessened using a range of guidance techniques. The most common methods used in City of El Cerrito Child Care programs are:

- Diverting children and redirecting the child to a new activity
- Recalling rules to internalize positive behavior
- Resolving conflicts by problem-solving and discussion
- Providing a related, age-appropriate consequence to the situation

In the case that a behavior is unable to be managed using the above methods, staff will discuss the behavior with a parent/guardian and ask for their assistance in the matter. We require parents/guardians to work cooperatively with staff to continue to serve the child. Staff records any incidents of misbehavior on behavior report forms that are kept in the child's folder. If misbehavior continues, staff will again speak with the parent/guardian regarding the incident letting them know that the child's behavior needs to be corrected.

If the misbehavior continues after repeated attempts to manage behavior and utilize help from the family, a parent/guardian will be reminded of the seriousness of the behavior. The parent/guardian will be informed that if the behavior does not change the child may be suspended and/or dismissed from the program. Continuation of poor behavior may result in the suspension and/or dismissal of the child from the program. The Coordinator or Supervisor reserves the right to suspend or dismiss a child from the program immediately if unsafe behavior occurs or the child harms another child or staff.

## BULLYING PREVENTION

City of El Cerrito defines bullying as unwanted, aggressive behavior among school aged children which involves a real or perceived power imbalance. This inappropriate behavior is repeated, over time. Behavior that has the potential to be repeated over time will be considered as having the potential to become bullying.

### Types of Bullying:

- Social Bullying is when children exclude another from a group or activity
- Verbal Bullying is when children purposely say mean words to hurt another
- Physical Bullying is when children physically hurt another by hitting, pushing, kicking and other physical acts to cause harm
- Cyber Bullying is through texting, social media, and other online messaging

### Understanding the difference between bullying and conflict:

Not all aggressive behavior is bullying. At times, students will engage in rough play which is not appropriate and may appear aggressive. However, it serves to reinforce positive relationships and occurs among peers of equal standing. Conflict, in contrast, is motivated by negative intent and takes place between a student of relative equal power or social standing. When rough play or conflict scenarios involve groups of students together against a single student, the situation can easily escalate into bullying. The table below is a guiding tool to assist in differentiating what is rough play, fighting and bullying:

ROUGH PLAY	REAL FIGHTING	BULLYING
Usually friends; often repeated (same players)	Usually not friends; typically not repeated	Typically not friends; generally repeated or one severe time
No intent to harm	Intentional harm doing	Intentional harm doing
Relatively equal balance of power	Relatively equal balance of power	Unequal balance of power
Mood is friendly; positive, mutual	Mood is negative, aggressive or tense, mutual hostile feelings	Mood is negative; mood/response differs for victim or aggressor

## INCIDENTAL MEDICAL SERVICES PLAN

The following plan is for the City of El Cerrito Recreation Department including the following sites:

**Master Site - Harding Afterschool - 070209620**

**Madera Afterschool - 070210326**

**Fairmont Afterschool - 070210325**

Staff will administer medications at the preschool or before and after school program only when a medical professional has deemed it necessary to do so during program hours. We will accommodate the needs of each child in our care and follow all medical providers' written care plans. Medications will only be administered under the conditions as listed in detail below. Types of incidental medical services to be provided include but may not be limited to: prescription medications and over-the-counter (OTC) medications as determined in writing by the medical provider. All plans are individualized based on the needs of the child and preparation of staff in ensuring the health and safety of the child in the program.

**Reporting:** Any incident deemed unusual or severe will be reported to licensing through an Unusual Incident Report within 24 hours, with a written report to follow within 7 days. Use of regularly scheduled medicines as prescribed such as inhalers or medications will be considered typical, and not unusual, and will not be reported. However, all medications administered, even typical will be logged in the medication log as stated in the Record Keeping section of this plan. Unusual or severe incidences would include any use of an epi-pen as well as any symptoms that merited a call to the parent, and any symptoms that require immediate medical attention.

**Prescription Medications:** Prescription medications will be administered only if the medication is in its original container with a prescription label attached. The medical provider's recommended dosage must be on the label as well as the child's name. The Consent to Administer Medication form will be completed by the parent and staff to ensure all staff can administer the required medication. All medications will be current and will not exceed the expiration date as listed on the medication container. Teaching staff will document each time the medication was given using the medication log. The teacher will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.

**Over the Counter (OTC) Medications:** OTC medications will be administered only if the medication is in the original container and a letter from a medical professional is on file. The letter must state how the medication is to be used, the length of treatment time, and the dosage needed and signed and dated by the medical professional. This letter will expire in one year's time if not otherwise noted. The Consent to Administer Medication form will be completed by the parent and staff to ensure all staff can administer the required medication as needed. Teaching staff, or other staff administering the medication, will be trained and document each time the medication is given using the medication log. All staff will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.

**Other Medications:** EpiPen's, Inhalers, and other medications will only be given at one of our preschools or child care sites with a prescription according to the health provider instructions, and a special health care plan is in place (asthma action plan, allergy action plan, seizure care plan, etc.). All care plans will be reviewed by the Site Director. Additional training will be given as needed to address each individual care plan. The Consent to Administer Medication form will be completed by the parent and staff to ensure all staff can administer the required medication as needed. Teachers or other staff administering medication will document each time the medication was given using the medication log. Staff will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.

**Asthma Plans:** An Asthma Action Plan is in place for all children diagnosed with asthma by a qualified medical professional. Inhalers or other medications will be administered as indicated above. Children with asthma are listed on the Extra Special Health Needs plan which is posted confidentially in each classroom and in the kitchen or food preparation areas. Licensing form (LIC 9166) is completed to allow staff to administer inhaled medications.

**EpiPen's:** To have an EpiPen on site, children must have an Allergy Action plan completed by their medical professional. The Allergy Action plan will identify the symptoms to look for and will indicate when an EpiPen should be used. Children with allergies are listed on the Extra Special Health Needs plan which is posted confidentially in each classroom and in the kitchen or food preparation areas.

**Record Keeping:** Medical records will be obtained for all incidental medical services needed. Staff will request medical records with the parent's written authorization for the City of El Cerrito to contact medical providers. All documents will be maintained in the child's file and will be uploaded into the agency's database. All documents will be reviewed by the Site Director. Copies of all documents and care plans will also be stored in the medication bag next to the prescribed medication. Written instructions from medical providers are needed to administer any medication. Other documents used for record keeping include verification of staff training, asthma action plan, allergy action plan, special health care plan, nebulizer consent, medication administration consent, medication log and the Extra Special Health Needs posting. In addition, case notes from staff will document the follow up needed for each child requiring medications.

**Storage:** All medications are stored in medication containers in the classroom or office and will always be kept out of reach of children and locked. Each child will have individual medications stored in a zip lock bag in the medication container. Each zip lock bag will be labeled with the child's name and the date of medication expiration. Lifesaving medications, such as EpiPen's, will be kept out of reach in the medication container, but will remain in the unlocked front pocket for quick access. All medications requiring refrigeration will be kept in a locked medication box in the refrigerator and will be labeled with child's name and date of medication expiration. It is the parent's responsibility to collect the medication from the center once the medication is no longer in use and to replace before it expires.

**Administration:** Teaching staff and Site Directors are the primary staff trained to administer all medications. Additional staff may administer medications if the required consents and forms are signed and dated. All medications will be brought to every field trip and evacuation due to drills and emergency situations and will be carried in the medication backpack. In addition, the medication backpack is brought outside and stored out of reach, during every outdoor play period.

**Training:** Annual trainings for all staff to address medication administration, storage, and procedures will be conducted. Individual trainings will take place on site for each child for staff to review each individual health provider recommendation. Training will be completed by our Site Director as needed. A training binder will be kept on site at each center.

**Precautions:** Gloves will be worn while administering any medication to ensure universal precautions are met. Hands will be washed prior to medication administration and immediately after medication administration.