



Learning
Enhancement &
Activities
Program

The City of Bonney Lake-Sumner/Bonney Lake School District Recreation Department

Email Address: recreation@ci.bonney-lake.wa.us

Office Location: 15206 Daffodil St. Ct. E, Sumner 98390

OUR GOAL

With the changing landscape of education, we understand the need parents and students have for additional support during the day. In our distance learning program, we will offer support for Sumner-Bonney Lake School District children K – 5th grade. Our staff will supervise children as they use their Chrome books, attend Zoom meetings with their teachers, complete classwork and/or homework and enjoy outdoor activities and physical education in small groups while social distancing.

To make these goals a reality, City of Bonney Lake-Sumner/Bonney Lake School District Recreation Department will employ qualified staff members who love working with children and will be a positive influence in their lives. All staff are First Aid and CPR certified and have completed a background check.

PROGRAM ADMINISTRATION

Alex Latham, Program Coordinator
lathama@ci.bonney-lake.wa.us

Office (253) 891-6500
Fax (253) 891-6515

DISTANCE LEARNING ENHANCEMENT & ACTIVITIES PROGRAM LOCATION

Program is for children entering grades K – 5 and will be held at Daffodil Valley Elementary School.

Grades K-5 (2020-21 school year)

Daffodil Valley Elementary, 1509 Valley Avenue, Sumner, WA 98390

INTRODUCTION, WELCOME & COVID-19 RESPONSE

This fall's program will have a different feel. Social and physical distancing will change our traditional activities. The health and wellness of our participants and our staff will be in the forefront of our minds. We will utilize and update guidance provided by the State of Washington, the Tacoma Pierce County Health Department and OSPI classroom size recommendations throughout the program. We are ready to learn and evolve as the school year progresses.

We recognize that families are approaching Covid-19 response with different levels of concern. We hope to find a proper balance where everyone has a great experience while following the constantly evolving guidance.

We will use the outdoors as much as possible and as safe to do so and as long as daily education expectations are being met. We will provide opportunities for fun, educational games, arts and crafts, science experiments, and 30 minutes of daily reading time to replace some of our regular activities we aren't able to provide due to social distancing guidelines.

COVID-19 SITE SUPERVISOR

A site-specific Covid-19 Supervisor will be designated to monitor the health of employees and children and enforce the Covid-19 safety plans. Alex Latham and Laura Zerr will serve as Covid-19 site supervisors.

MANDATORY FACE COVERINGS

Facemasks will be required for all staff. Social distancing (six feet) protocols will be implemented. Children will be required to wear facemasks indoors (in accordance with DOH guidelines). They may remove them outdoors as long as social distancing is implemented and they are being physically active.

SOCIAL DISTANCING/PROGRAM SIZE PROVISIONS

Children will be divided into groups of no more than 8 (15 in classrooms) with 1-2 staff per group. Groups will be formed by grade as much as possible. All groups will stay together throughout the duration of the program. Outside spaces will be divided into designated areas for each group when all groups are outside at the same time. Social distancing guidelines of six feet of separation (one zebra length) will be maintained as much as possible. Classrooms will include social distancing of 6 feet of separation and all desks facing forward. We will include one way entrance and exit zones throughout the program. Program site is Daffodil Valley Elementary gymnasium and classrooms. If weather does not permit outdoor activities, the Robert Miller gym will be utilized for exercise and socially distanced group games.

SHARED USE POLICIES

Health guidance recommends limiting the sharing of equipment of any kind. Activities will be modified to meet this requirement. Each participant will need to bring their own school supplies for their own daily use. Please see recommended supply list in registration information.

CLEANING AND DISINFECTING PROCEDURES

High touch surfaces will be sanitized regularly throughout the day by program staff. At a minimum, sanitation will happen following check-in, after trips to the restrooms, before and after lunch and snacks, and whenever shared equipment is used. Cleaning products will meet standards established by the CDC and Tacoma/Pierce County Health Department. All areas used by the program, including gyms and restrooms, will receive a deep cleaning following the conclusion of each day.

DROP-OFF/PICK-UP

An outdoor designated drive-up drop-off and pick-up area will be utilized. This will occur at the front door of Daffodil Elementary School. Staff will greet families at the drive up. A health screening will be performed prior to check-in (including an infra-red temperature screening). Direct point of contact with parents will be limited as much as possible. Parents will provide their name to check-in staff. Staff will also note the time and initial each entry into the sign-in log. A "runner" will escort children into the school. Parents and staff need to wear a face mask at pick-up/drop-off.

Authorized pick-up parents/guardians will be issued a pick-up key card after showing proper photo ID. This will streamline pick-up. The card will provide a pick-up phone number to call and list the parent name and the child's name and which group they are in. Staff will radio the site and a "runner" will escort the child out to the drive-up pick-up area.

HEALTH ASSESSMENTS

During daily drop-off, parents will be required to verify that their child does not have any concerning symptoms and/or has not had known exposure to someone with a confirmed case of Covid-19. The following questions will be asked daily as recommended by Washington State Department of Health.

Does your child have any of the following symptoms?

1. Cough
2. Shortness of breath
3. Fever of 100.0 or higher or a sense they are having a fever
4. Sore throat
5. Chills
6. New loss of taste or smell

7. Muscle or body aches
8. Nausea, vomiting or diarrhea
9. Congestion or runny nose (not related to allergies)
10. Unusual fatigue
11. Does anyone in your household have any of the above symptoms?
12. Has your child been in contact with anyone with a suspected or confirmed case of Covid-19?
13. Has your child had any medication to reduce fever before coming to camp this morning?

CHILD/STAFF COMMUNICATION PROTOCOLS FOR ILLNESS RELATED TO COVID-19

When children or staff show symptoms while at camp, we will communicate via email and at check-out with families.

If a child or staff member develops signs of Covid-19, we will separate them from others, with supervision of 6 feet until the sick person is able to leave. While waiting to leave, the individual with symptoms should wear a face covering (if tolerated). After that person has left, the areas the person was in will be aired out, cleaned and disinfected.

The person with symptoms should follow the “DOH Guidance for what to do if you have Covid-19 symptoms and have not been around anyone diagnosed with Covid-19”. Please inform the office immediately if you are diagnosed with Covid-19.

If a staff member or child tests positive for Covid-19, all members of the infected person’s group in the program are considered a close contact and should quarantine for 14 days. Please refer to “What to do if you were potentially exposed to someone with confirmed coronavirus disease Covid-19”. DOH guidelines can be found on DOH Web site.

RETURNING AFTER SUSPECTED SIGNS OF COVID-19

A staff member or child who had signs of suspected or confirmed Covid-19 can return to the program when:

1. At least 3 days (72 hours) have passed since recovery – defined as no fever without the use of medications and improvement of respiratory signs like cough and shortness of breath.
2. At least 10 days have passed since the first signs showed up.

PROGRAM OVERVIEW

LATE PICK UP

There will be a late charge of \$10 plus a dollar per minute as of 5:31PM. At 6:00PM, police will be notified if no contact has been made to our department. **Fees are per child.** Late fee payments are due at the time of pick up. Every 2 late pick-ups results in a write up. Four write-ups results in your child’s expulsion from the program.

LUNCH

Allergy-aware lunches should be clearly labeled with the child’s name. Please note: there will be no access to a refrigerator or microwave. Children must bring a sack lunch daily unless they are utilizing the Sumner-Bonney Lake school lunch program. The Sumner-Bonney Lake School District will be providing bagged school lunches to students at regular price (unless child is on free or reduced lunch schedule). Allergy aware items contain no peanuts or tree nuts/products.

SNACKS

Due to allergy concerns, we no longer provide snacks. Please send an allergy aware snack for morning and afternoon.

REPORTING ABSENCES

Please notify the City of Bonney Lake Recreation Department at (253) 891-6500 prior to 8:00 AM if your child is ill. Please leave a message as staff will be checking in children at the drop-off location.

WHAT TO BRING AND WEAR

To ensure your child’s safety, please send them in active play clothing and shoes each day. Children **MUST** wear non marking tennis shoes. No open toed or heeled shoes, flip flops or sandals.

PLEASE PROVIDE THE FOLLOWING:

- Please send at least one extra face mask labeled with child's name on it each day (children will also arrive in a mask).
- Please send a bag or backpack with the child's name on it to hold belongings each day.
- Participants should bring extra clothes suitable for a change in weather (jacket, sweatshirt, etc.).
- Please mark all personal items with the child's name for easy identification. Items left at the end of each month will be placed in 'Lost and Found'. Unclaimed items are donated to charity.
- Please bring a water bottle each day labeled with the child's name.
- Please send your child's Chrome Book labeled with their name and log-in password and headphones or headset.
- Reading book (appropriate reading level for your child).

WHAT NOT TO BRING:

- Please do not allow your child to bring toys, electronics, cell phones and/or valuables. Our facility and staff will not be held responsible for items that become lost, broken, or stolen.
- Toy weapons and guns are not permitted.

CONTAGIOUS DISEASE

Parents are to inform the Recreation Department IMMEDIATELY if their child contracts a contagious condition, infection or parasite (including, but not limited to; ringworm, chicken pox, conjunctivitis, mumps, measles, viral infections, and lice) or is exposed to one. We will then post a notice to alert parents. Children being treated with antibiotics for a contagious condition may not return to the program until the danger of infecting others is over. A doctor's note will be required for the child to return. **Please see Covid-19 information section regarding reporting symptoms, diagnosis or contact.**

ILLNESS AND MEDICATION INFORMATION

In the event of illness, parents must have alternative plans for childcare. Children not well enough to follow the day's routine (including outside activities) cannot attend. This includes, but is not limited to children with the following symptom of illness:

- Fever over 100 degrees
- Sore Throat
- Active Rash
- Discharging Eyes
- Nausea, Diarrhea
- Stomach Pain
- Lice

If children become ill during program hours, a parent/guardian will be notified and asked to pick up their child. Parents should establish an alternate plan for their child if they are unable to pick up a sick child. Please make sure that the contact information for you and other emergency contacts on file are current.

ADMINISTRATION OF MEDICATION

Program staff is permitted to administer Epi-Pen and Inhaler medication ONLY with the authorization of a parent/guardian and physician. A Physician's Order for medication will need to be provided at the time of registration (this is the same form required by your child's school. You can request a photo copy from school or request a copy from your physician). Medication must be in the original container with a medication and dosage notation including expiration date. **Our staff is not permitted to apply sunscreen to children.**

SUNSCREEN

Our staff is not permitted to apply sunscreen. A separate authorization form is required if you intend to send your child to our program with sunscreen and allow them to self-apply. Please label sunscreen bottle with child's name.

INJURIES

Our staff will treat all minor injuries, and parents will be notified at the time of pick-up. If the staff determines that the child should receive medical treatment, a parent/guardian will be notified immediately. Procedures will be followed based on the information included in your *Registration* and *Liability Release* form.

Emergency Procedures - In case of serious illness or injury, the following procedures will be used:

1. Administer First Aid/CPR
2. Call 911
3. Contact parent or emergency contact
4. Transport by ambulance to nearest hospital (if necessary)
5. File accident/incident report
6. Follow up phone call to parent.

TOILET TRAINED

All children participating in the program must be toilet trained. We do not change diapers or Pull-Ups. If an accident occurs, children must be able to change their clothes without adult assistance if a change of clothes has been provided. Otherwise, parent or guardian will need to come immediately to change their child.

DISCIPLINE POLICY

In organizing and maintaining a safe and cooperative program, it is necessary to have specific policies and limitations that preside over our facilities, programs, staff, and the behavior of each child. **The following procedures will be used when handling discipline situations of program participants:**

First Incident:

A staff person will talk with the child informing them that their behavior is not appropriate and to think about their actions.

1. If the situation continues, a time-out will be issued. The child will be asked to sit out from the group for a designated amount of time not to exceed 10 minutes.
2. The child will resume play when the behavior is corrected.
3. A parent/guardian will be notified of the situation when they arrive to pick up their child.
4. A written warning will be issued and discussed with the camper and parent. After reviewing a disciplinary situation thoroughly, the program staff will make all on site decisions. These decisions will be reviewed by the program coordinator and additional determinations or sanctions may occur.

Second Incident:

1. One-day suspension from the program.
2. The incident will be documented on a Behavior Write Up and discussed with the child and parent. The counselor will sign and date.
3. The steps outlined above will again be followed.
4. A parent/guardian will be notified of the situation when they arrive to pick-up their child.

Third Incident:

1. A parent/guardian will be contacted and asked to pick-up their child immediately
2. The child will be expelled from the program for five days (one week).

Fourth and FINAL:

1. A parent/guardian will be contacted and asked to pick-up their child immediately.
2. We reserve the right to dismiss a child IMMEDIATELY if we experience extreme discipline problems. Such problems may include, but are not limited to, fighting, spitting, physical violence towards campers or other staff, bringing weapons to camp, physically abusing or verbally threatening others, and putting themselves, other children, or staff members in an unsafe situation. It is important to maintain the safety and cleanliness of the building. If your child damages any part of the building (i.e. puts holes in the wall, uproots trees, breaks windows, etc.), the Sumner/Bonney Lake School District reserves the right to bill parents/guardians for repair costs.

3. The fourth and final write up results in expulsion from the program for the remainder of the school year.

If expelled: No refund will be given.

Copies of behavior write ups may be provided to parent/guardian the following business day upon written request.

Parental Note:

Due to the group format of our program, we are unable to provide one on one care for any child with the exception of injuries, immediate disciplinary issues or certain personal care needs. Parents/guardians of children who require specialized one on one attention are encouraged to find an alternative program that fits their specific needs. The program can get very loud/noisy with 70+ children inside the building (separated and socially distanced groups). Please consider this if your child has difficulty processing sensory triggers. The Recreation Department reserves the right to permanently excuse a child from our program at any time for behavioral reasons. To assist us, parents will need to take responsibility of helping to reinforce good behavior expectations and the importance of following directions provided by staff.

REGISTRATION

Fall 2020 Distance Learning Enhancement & Activities Program registration will open at **12:00PM August 3, 2020**. The Recreation Office is still closed to the public. **All registrations and payments must be made via email or phone to the City of Bonney Lake Recreation Office at (253) 891-6500**. We accept Visa and MasterCard. Registration is on a first-come, first-served basis, depending on space availability. There are very limited spots available in the program. It is the responsibility of the parent/guardian to keep their child's file updated with current information. The following items must be completed and turned in at the time of registration.

Your registration is not complete until the following items are submitted:

1. Registration/Liability Waiver Form
2. Tuition and registration fee
4. Covid-19 Liability Waiver Form
5. Physician's Orders for inhaler or Epi-Pen (if applicable)
6. Sunscreen self-application permission form (if applicable)

***Fall 2020 Distance Learning Enhancement & Activities Program participants will receive early enrollment/transition to our regular Before & After School Program (once school returns to in classroom instruction).**

PROGRAM HOURS

Organized activities and supervised distance learning support will run Monday through Friday from 9:00 AM – 4:00 PM. Drop-off hours are 7:00 – 9:00 AM and pick-up hours are 4:00 PM – 5:30 PM. Activities during these times will consist of several stations; group games, individual play, movies, arts & crafts, etc. Extended care from 6:30 to 7:00 AM and 5:30 to 6:30 PM may be available on an extremely limited basis and at an additional cost. Please inquire at the time of registration if you need this option.

MONTHLY PAYMENT DEADLINES

Payments must be made prior to 12:00 PM on the 15th of the month prior to attendance. *All payments must be made over the phone with Visa or MasterCard. We do not retain credit card information on file; you must call in your payment each month. You may pay by check at morning drop off with the Recreation Office staff.* Please make checks payable to "City of Bonney Lake Recreation". Payment arrangements can be made by calling the Recreation Office at (253) 891-6500. Late fees will be incurred if not met by agreed upon payment dates.

October payment due prior to September 15th
December payment due prior to November 13th
(The 15th falls on the weekend and we are closed)

November Payment due prior to October 15th
January payment due prior to December 15th

MONTHLY FEES

Fall 2020 Distance Learning Enhancement & Activities Program tuition is \$880.00 per month.

LATE FEES

There is a \$35 late fee for any payments made after 12:00 PM on the payment deadline date. A late fee of \$50 is incurred if payment has not been made between the 20th and 24th. If a payment has not been received by the 25th of the month your child will be removed from the program roster and a child from the wait list will take your program spot.

REFUNDS

Refund requests will only be accepted with a minimum two-week WRITTEN notice (less a \$15 processing fee). There will **not** be a discount or a refund for days missed. Registration fees are non-refundable.

HOLIDAYS

Program will be closed on the following holidays: Veteran's Day – November 11; Thanksgiving break –November 26, 27; Christmas Eve – December 24; Christmas Day – December 25; New Year's Day – January 1; Martin Luther King Jr. Birthday – January 18.

VACATION BREAKS

We can provide (at an additional fee) a vacation break camp during winter break (December 21 – 31).

INCLEMENT WEATHER

Program staff will send an email if weather conditions have deteriorated and/or we deem road condition to be unsafe for staff to travel. Please make sure your email information is kept updated.

PARENT MANUAL ACKNOWLEDGEMENT

Child's Name: _____

Child's Name: _____

By signing below, I acknowledge that I have read, understand and agree to the contents of the Fall 2020 Distance Learning Enhancement & Activities Program Parent Manual.

Parent Name: _____

Parent Signature: _____ Date: _____