

# Truckee Donner Recreation & Park District Community Art Center Kids Kare

2020  
Parent Packet:



## **TRUCKEE-DONNER** Recreation & Park District

Program Coordinator:

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In the Executive Stay-At-Home Order issued on March 19, 2020 by CA Governor Newsom, an exception was given to allow public childcare establishment to remain open to provide “care and supervision of minors to support essential workforce across all sectors.” The Truckee Donner Recreation and Park District has been in contact with Nevada County licensing who, due to the shortage of childcare options at the moment, is encouraging TDRPD to open as soon as possible.

Beginning **May 18, 2020** and ending on **June 18, 2020**, TDRPD will open our Kids Kare programs for children of families that work in essential services. This program is open to children of parents that work in any of the sectors deemed essential.

### **CHANGES TO SERVICES**

#### **Kids Kare (Grades TK-5<sup>th</sup>)**

#### **Community Art Center**

#### **10046 Church St. Truckee, CA**

Class size reduced from 55 to 45

Group size (1 counselor to 9 kids). Maximum of 45 kids

Additional staff member on site for cleaning & support.

Cleaning & standard precaution changes located below.

We will ask all parents to fill out an updated e-form upon arrival on first day.

### **TDRPD KIDS KAMP GENERAL SCHEDULE**

8:00 – 9:00 AM: Drop Off..... Free Choice Activities (Art Activities, Board Games, etc.)

9:00 – 11:00 AM: School Work (**Please make sure to bring all schoolwork materials so our counselors can assist you child to the best of their ability. We have public Wi-Fi for digital schoolwork**).

11:00 – 11:15 AM: Snack

11:15 - 4:15 PM: ROTATIONS (Groups will rotate every hour and fifteen minutes)

Rotations include:

\*Outside Grass Play (both structured and free play)

\*Outside Playground (sanitized between groups)

\*Outside Nature Walks

Lunch will happen DURING these rotations.

4:15 – 4:30 PM: Snack

4:30 – 5:30 PM: Free Choice Activities (Art Activities, Board Games, etc.)

PICK UP/CLEAN UP

## TIMES/FEES

- M/T, W/TH, or M/T/W/TH
- 8:00am - 5:30pm
- Cost: \$90 for two days or \$180 for four days

## **PROGRAM ACTIVITIES & GOALS**

The purpose of Kids Kare is to provide a safe, healthy environment for elementary age children to experience peer socialization and recreation. Children in Kids Kare will have the opportunity to participate in small group games and art projects every day. Homework, snack and free time are also regularly scheduled activities.

In order to meet the physical, social, emotional, and recreational needs of children, the program will:

- ❑ Provide children a secure environment staffed by warm, friendly leaders.
- ❑ Offer activities that will promote self-esteem, confidence, and responsibility.
- ❑ Encourage children in creativity and develop decision-making skills by providing choices within set limits.
- ❑ Provide recreation, social, and academically-oriented activities.

## **WHAT TO BRING**

- No food will be provided for your child during Kids Kare. Please make sure to provide a morning snack, lunch, and an afternoon snack. Also include a water bottle each day.
- Have your child bring a mask.
- Please pack your child's schoolwork as well as any *fully charged* laptop devices to help with homework (we are dedicating two hours in the morning for children to complete any schoolwork, so please pack necessary supplies.)
- Pack layered clothing. The weather in Truckee is very unpredictable, so please be prepared for your child to be indoors as well as outdoors.

## **PICKUP & DROP OFF LOCATION**

TDRPD Community Art Center  
10046 Church St.  
Truckee, CA 96161

Your child will be assigned one of five groups

-Please drop your child off through the north entrance to the Community Art Center by the playground. There will be a check in table inside where your child will be assigned to their class. Parents will not enter child's classroom.

## **HOW TO REACH US**

In the event that you need to reach your child or a teacher during the time they are at Kids Kare, please call: **707-843-9717 (Heather's cell phone)**. In the event of no answer, please call our main office at **530-582-7720**.

## **ADMISSION PROCEDURES & PAYMENT**

Enrollment is open for children grades TK-5th of families deemed Essential Workers. **Unless otherwise arranged, payment is now done by auto-pay. Either credit card or direct banking will be charged before your child's first day.**

### **CREDIT POLICY**

Programs are staffed according to class enrollment, which makes crediting for non-attendance very difficult. 100% credit will be given to requests made the Tuesday of the week prior to the dates being modified. Requests submitted after Tuesday at 5:30p may be denied and are subject to a full forfeit of fees.

### **SCHOLARSHIPS**

The Truckee Donner Recreation & Park District offers scholarships that are available for those who qualify. Awards for preschool are between 20%-60% off daily admission, depending on household income. Please contact the main office for more information and to apply.

### **EXTRA PRECAUTIONS**

We will implement screening procedures for all children. All parents of campers will be required to fill out our COVID-19 Questionnaire, which is located at the end of this manual.

We will use Non-Contact Infrared Forehead Thermometers w/LCD Displays daily as children arrive to screen for fever (100.4°F/38°C or higher).

Caregivers and parents will meet at their designated facility entryway for pick-up and drop off of children. We will also expect that drop offs and pick-ups be as brief as possible and ask parents or caregivers to enter and exit the room one person at a time to allow for social and physical distancing. It is preferred and requested that caregivers or parents do not physically enter the facility unless completely necessary.

Parents and caregivers will be expected to wash their own hands and assist in washing the hands of their children before drop-off (if necessary), prior to coming for pick up, and when they get home. Parents and caregivers will also be asked to bring their own pens when signing children in and out. Hand sanitizers, out of the reach of children, will be placed near all entry doors and other high traffic areas.

We will limit the amount of sharing within our small groups.

We will plan activities that do not require close physical contact between multiple children.

We will stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area. When each play time is complete in each area, we will thoroughly sanitize the area with Sol-U-Guard, which is proven to be 99.9% effective against flu and cold viruses.

Children will remain in the small groups with the same children in a cohort fashion to the extent possible. We will also keep the same children and teacher or staff with each group. We will do our best to have children from the same family in the same group, to the greatest extent possible.

Children will remain in groups as small as possible and will not exceed ratio and capacity requirements. We will keep the ratio of 9 kids to 1 counselor for the entire day.

We will have children wash their hands often with soap and water (as well as staff), and give reminders to avoid touching their face, cover your cough or sneeze with a tissue or your elbow. We will monitor proper handwashing and teach children to wash hands for 20 seconds.

We will routinely clean frequently touched surfaces and toys. This means we will clean the area in which children have played immediately following each rotation.

We will extend the indoor environment to outdoors, and bring the class outside, weather permitting, as much as possible.

We will open windows in each classroom to ventilate facilities before and after children arrive.

We will sanitize the sink and toilet handles before and after each child's use and teach children to use a tissue when using the handle to flush the toilet.

We will model social distancing when interacting with children, families, and staff, as well as role-play what social distancing looks like by demonstrating the recommended distance. We will also give frequent verbal reminders to children, and create and develop a scripted story around social distancing, as well as handwashing, proper etiquette for sneezes, coughs, etc.

We will use this time as an opportunity to reinforce healthy habits in children's lives.

### **EXTRA PRECAUTIONS FOR STAFF MEMBERS**

Staff will stay home if they are sick and have symptoms of respiratory infection and/or fever.

All staff will also be required to enter the building using the same entrance daily and will wash their hands upon entry.

Staff's temperatures will be taken upon arrival to class each day. If anyone has a temperature of 100.4°F/38°C or higher they must be excluded from the facility.

### **LATE PICK UP POLICY**

All Kids Kamp programs end at 5:30 p.m. A late charge of \$5 will be charged for pick up between 5:31 and 5:35 p.m., and a charge of \$25 for pick up between 5:36 and 5:45 pm. For pick up between 5:46 and 6:00 p.m., the total fee charged is \$30. Staff does not have the ability to waive late fees and they will be strictly enforced. To prevent a large late fee, keep the emergency form up to date. Provide names and current phone numbers of local people who can help in an emergency. If a child is not picked up by 6:30 p.m. the child will be placed into protective custody.

### **TERMINATION POLICY**

Participants may be expelled from the program for the following reasons:

1. The child's behavior is having an adverse affect on other children.
2. Discipline or behavior problems require excessive staff time or added staff.
3. Continual late pick up.
4. Failure to comply with program health policies.

5. Failure to complete and return required paperwork.

For questions or concerns, please call the Site Coordinator: Heather Woosley **(707)-843-9717**

## **COVID-19 QUESTIONNAIRE**

While we are taking every possible step to stop the spread of COVID-19 and keep you and our staff safe, be aware that there is an inherent level of risk associated with going into public at this time. No entry into a public setting can be guaranteed virus-free.

**If you do not feel comfortable with that risk, please do not come to our program/facility.**

**If you have symptoms of COVID-19, stay home!**

If during or after your attendance you or anyone in your household fall ill, please contact [info@tdrpd.org](mailto:info@tdrpd.org) or (530) 582-7720 to let us know so we can advise others based on your participation dates of their possible exposure.

***Instructions:*** Read the statements below, initial to the left that each statement is true, and sign this document at the bottom.

- Neither program participant nor member of household has had or currently has a fever (greater than 100.4 F or 39.0 C) OR symptoms of lower respiratory illness such as cough, shortness of breath, difficulty breathing, or sore throat in the past 14 days.
- Neither program participant nor member of household has taken any fever reducing medicine in the last 12 hours.
- I hereby certify that program participant and all members of household are free and clear of the Coronavirus (COVID-19) and are fit to attend program.
- My child is able to participate in all activities on a daily basis, and is fit to engage in activities including, but not limited to 10 or more participants.
- I understand that failure to comply with the health orders puts others at risk and will result in removal and dismissal from the program without a refund.
- I am deemed an essential worker by the State of California and am seeking childcare while I am at work.

*By signing this document, I certify that the above is true. I accept the risk that my child may be exposed through participation. I also acknowledge that if any of these items change at any point during my child's stay at camp, I am to notify the Truckee Donner Recreation & Park District immediately.*

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

I wish for my child to be place in a group with the following other child/children: