



Marinwood After School Program 2020-2021 (K-6th Grade)

Program

Marinwood is excited to be able to offer after school care this year, though on a much smaller scale and with modified changes, as required by the current health guidelines. We will be strictly adhering to all of the most current recommendations and guidelines from Marin County Health & Human Services and the Public Health Officer. We are committed to offering a program that has all the fun and excitement of our traditional program, while taking the extra necessary precautions to maintain a safe and healthy environment for our participants and staff. Please read the following to review our new policies and procedures and your own responsibilities as a parent sending your child to Marinwood this Fall.

The mission of the Marinwood After School Care Program is to provide participants quality care in a safe, recreational environment that promotes creative group and individual activities. Core activities include homework help, outdoor games and activities in our beautiful park setting, and creative arts and crafts inspired by weekly themes. Other enrichment opportunities such as cooking projects, special visitors, and seasonal swimming at the pool may also take place.

General Program Structure

Marinwood will be splitting participants into two separate After School groups. Each will have a maximum of 15 participants, who will remain consistent throughout a monthly session, and will have the same core staff. Siblings will be placed in the same group. The two groups will remain separate from each other and will maintain and use their own supplies and materials. Participants will spend time both indoors and outdoors throughout the day, although the majority of the time will be spent outside, weather permitting.

Participants and staff will engage in extra hand hygiene, including hand washing and use of hand sanitizer throughout the day, especially before and after snacks, homework, activities, and after bathroom use.

Schedule

The Marinwood After School Program is offered as follows to students on days when school is in session:

Monday, Tuesday, Wednesday, Thursday, Friday: 2:45-6:00pm

Check In and Out

All participants must be accompanied by a parent or guardian at check-in each day.

Parents and children will line up, remaining 6ft apart leading to their respective table as they

await their turn to be checked in. Each child's temperature will be checked and parents will be asked the intake questions listed below.

Daily Intake Questions:

- Does your child live with anyone who has been diagnosed with COVID-19 within the last 14 days?
- Does your child have a fever, cough and/or shortness of breath? For children a fever is 100 degrees or above using a forehead thermometer.
- Does your child have any other signs of communicable illness such as a cold or flu?
- Has your child experienced diarrhea or vomiting (within the past 24 hours)?

Parents must check out their child with a staff member, unless child is authorized for self-checkout. When picking up your child, please make sure to **verbally check out** your child with the counselor. **Please do not assume** they saw you take your child. Your child will only be released to those listed on the "Parent Pick Up" section of their ePACT form.

If the group is located inside the Community Center at check-in or check-out time, please do not enter the building. Check in/out will take place at the door (doors leading to outside of building, on the backside of the Community Center facing the pool). All parents should wear a mask while on Marinwood property.

Transportation

Marinwood does not provide transportation; parents will be responsible for escorting their children to Marinwood Community Center.

*When school returns to in-person learning and bus transportation service resumes, parents are responsible for buying a bus pass or bus tickets through the Miller Creek School District Bus Transportation. Marinwood staff will pick up the students from their school's designated bus stop and escort students to the Community Center. To purchase a bus pass, please visit the Miller Creek School District website: <https://www.millercreeksd.org/transportation--bus-pass>

Homework

Monday through Thursday, children are given time to work on their homework. Staff members assist children when possible. Children are encouraged but never forced to do their homework during this period. All materials required to complete assigned homework, such as laptops or tablets, textbooks or paper worksheets, must be brought from home. Marinwood will not provide any electronic equipment for student use.

Snacks

Marinwood will not be providing snacks upon student arrival. Please send your student with a snack or Marinwood will provide an optional small snack around 5pm. If your child has a food allergy, please note this on the ePACT form so we may alert the staff.

Clothing

Clothing should be comfortable, washable and suitable for daily routine, which includes both messy and active projects. Unless it is raining, the children will spend time outside each day so please dress your children appropriately for seasonal weather.

What does my child need to bring each day?

Children should bring the following each day:

- A backpack or bag
- Their homework and necessary equipment (if applicable)
- Closed-Toed Shoes
- Jacket/Sweatshirt
- If inclement weather, please pack an umbrella and rainproof gear.

Please leave all personal items such as toys or stuffed animals at home.

Please label all your child's belongings.

Face Coverings/Masks

All staff will be required to wear cloth face coverings.

According to Marin County health guidelines, children over the age of 2 should wear cloth face coverings to reduce the risk for transmission if the parent and provider determine they can reliably wear, remove, and handle masks following CDC guidance throughout the day. Children under 12 wearing a cloth face covering shall always be actively monitored by Personnel. Marinwood requires all participants to wear masks for the program.

Parents must wear masks at all times while on Marinwood premises.

Pickup and Late Fees

Only parents/guardians listed on the application are permitted to pick up your child.

If another person will be picking up your child, parents must notify Marinwood. The person will be asked to provide a photo ID.

Parents must verbally check out with the Program staff.

If you are going to be late, call the Marinwood Community Center (415) 479-0775.

Our Program ends at 6:00pm. If a child is not picked up by 6:00pm the parent will be responsible for paying a \$1.00 per minute late fee and your card on file will be automatically charged.

If a child remains past 6:00pm, the staff members will attempt to contact the parent/guardian phone numbers listed on the application. The emergency contact will then be notified.

Tuition

Monthly tuition is due the 1st business day of each month and will be automatically charged. **There is no prorating for absences.** Tuition is non-refundable. Your monthly tuition payment is based upon the number of school days per month. If the school has an early dismissal due to weather or another emergency, there will be no Program that day. We will not be offering any payment plans for the After School Program.

5 day option/week: \$26/day

3 or 4 day option/week: \$28/day

We offer a 20% sibling discount on monthly tuition.

Please contact Robyn Bruton at rbruton@marinwood.org once you have registered with the specific days of the week your child will be attending.

Days the Program will not run:

Non-Student Work Days and School Breaks/Holidays

Attendance, Sick Policy and Administration of Medicine

If your child will not be attending the Program on certain days due to vacation or illness, you must contact the Marinwood office. Please call the office at (415) 479-0775 by 12pm that day or email Robyn at rbruton@marinwood.org.

The Program does not run on the days that schools are closed.

Marinwood staff may not administer certain medications. On days when your child is ill, please keep them at home to ensure the sickness doesn't affect our staff or other children. If they are noticeably ill or become ill at the program, we will contact you.

Health & Safety Checks

It is vital that all parents and guardians keep children at home if they are sick and/or until they have been fever/symptom-free for a full calendar day without the use of medicine. Marinwood staff will be checking each participant's temperature and asking intake questions at check-in each day. But it will help us cut down on the risk of infection if parents are able to determine if their child is ill or symptomatic BEFORE bringing them to Marinwood. Children must stay home when they are sick. Per the guidelines, if a child has a new cough or other illness symptoms, they may not come to the program even if they have no fever. It is not uncommon for people, including children, with COVID-19 to have a cough without fever, especially early in the course of illness. If a child shows signs of respiratory illness (a new cough, complaints of sore throat, or shortness of breath), a fever of 100°F or above, they will not be permitted to attend and must be kept home until they have been symptom-free for at least a full calendar day and can answer "no" to all intake questions.

Signs of Illness During Program:

Participants will be monitored for signs of illness throughout the day including:

- Headache or tiredness, unable to participate in routine activities or need more care than staff can provide
- Fever with behavior changes, difficulty breathing, uncontrolled coughing, unusually tired, persistent crying, etc.
- Open sores, rash, signs of infection, etc.
- Runny nose with colored mucus

If children are exhibiting any of the above symptoms, their temperature will be checked and they will be physically separated from the group and will be required to wear a surgical mask until pick-up. **Parents / guardians are required to and must agree to come pick up their child without delay if they are exhibiting these symptoms.**

Please see Appendix A for a list of possible COVID-19 exposure scenarios and the protocols we will be following.

Required Forms and Community Center Facility Policies

Liability Waiver

Parents will be required to submit a signed liability waiver before your child may attend the program. This form will be emailed to parents and may be turned in, emailed or faxed before or on the first day of attendance.

Camper Information Form

Please accept and complete the online invitation to the ePACT Network at your earliest convenience. All registered participants will receive an online invitation. Marinwood uses the online ePACT Network. ePACT is a secure emergency network, that we will use for our programs to collect medical and emergency contact information electronically. For customer support, please email help@epactnetwork.com.

How it works

- 1) You'll receive an email invite to share information with Marinwood Community Services District.
- 2) Click 'Complete Request' to create a free account, or log-in if you already have an existing ePACT account.
- 3) Enter the required information, like medical conditions, and share it with Marinwood Community Services District. If you already have an account, it will take just 2 minutes to verify that your information is still accurate.
- 4) You can update your information at any time in the year, and we will automatically be notified (e.g. a new cell phone number)

Office Closed / Contact Information

Marinwood will also be limiting in-person parent/staff interaction. The community center office and lobby will be closed to the public. We ask that all correspondence be done through email or phone, to the degree possible. If an in-person conversation is required, we ask parents to call the office and wait on the patio outside the offices for a staff member to come out. Parents must wear a mask at all times while on Marinwood premises. See the check in and out section for Marinwood's new procedures.

Facilities and Cleaning

All groups will be equipped with their own dedicated cleaning and sanitation supplies and will be following all applicable health guidelines for facilitating proper handwashing/sanitizing for participants and staff, as well as cleaning and sanitizing rooms, facilities, supplies, and equipment as required.

Withdrawal Policy

If parents wish to terminate the program at any time, written notice is due at least five business days prior to the start of the month. There is no refund if withdrawal occurs during the middle of the month. If proper notice is not received, parents will be held responsible for tuition regardless of whether or not the child attends the program. If program withdrawal occurs after April, parents will still be responsible for May and June tuition.

After the charge date (1st of each month) no refunds will be given.

Staff

Marinwood staff are highly-trained, energetic and motivated. Our goal is to provide your child with the best after school experience possible in a fun and safe environment. Every staff member is certified in CPR and First Aid for the Professional Rescuer by the American Red Cross and all staff members have been fingerprinted and undergone a background check.

Code of Conduct

I. Listen and Follow Directions:

- A. To keep things running smoothly and maximize fun! Please listen when the counselors are speaking and follow their directions.

II. Be Respectful of Others:

- A. Please keep hands and feet to yourself.
- B. Treat others as you wish to be treated.
- C. Speak kindly when talking to others. Bad words/profanity are offensive and will not be tolerated.
- D. Lifeguards are to be respected the same as counselors
- E. The park belongs to everyone! Students should dispose of all trash properly. Treat trees, grass and surrounding natural resources with care and respect.
- F. Be considerate of other Center Programs.

III. Be Safe:

- A. Students should let their counselors know where they are at all times. Never leave a designated area without permission.
- B. Stay out of parking lot and unauthorized areas.
- C. Follow all safety rules when in the pool area.

IV. Money and Personal Possessions:

- A. Students are responsible for any money, clothing, and personal possessions brought to camp. Please do not send any personal toys, balls, video games, radios, pocket knives etc. with your child. These items are often distracting to all participants and take away from camp activities. It is not the counselor's responsibility to keep track of their students' belongings. Please have all of your children's items labeled with their name.

V. Discipline:

We try to always be positive with campers. However, if your child breaks rules, the following steps will be taken:

- A. A verbal reminder will be given indicating that the behavior or action is inappropriate and why.
- B. If the behavior continues, the child will then be given a "time-out." At this point, the child is taken away from the group and a counselor will discuss again with the child why the behavior or action is inappropriate. The camper will then "sit out" for a set period of time.
- C. If further inappropriate behavior continues and another "time-out" is deemed necessary, a phone call or letter may be sent home to the child's parents with a response necessary for the child to continue in the program.
- D. Repeated inappropriate behavior through the course of the program could result in dismissal from the program for a period of time or permanently.
- E. Serious offenses such as any physical altercations, fighting or stealing will result in an automatic suspension from program for a period of time.

Parent Responsibilities

- Complete all forms prior to first day
- Provide current information (phone/address/medical)
- Provide staff with information about major events in child's life that may affect child's behavior and/or attitude
- Provide staff with information about classes which child is enrolled and any changes in their class schedule
- Inform staff on any day child will not attend or ride bus by 12:00pm.
- Inform staff, in writing if anyone other than parent will pick child up
- Support staff in working with your child in behavioral issues
- Pick up child by 6pm each day
- Agree to pay late fee of \$1 per minute after 6pm.

Child Responsibilities

- Board the school bus on time each day
- Check in with Marinwood staff directly from bus upon arrival
- Be respectful of After School Program rules and policies and facilities
- Behave appropriately at all times

- Take care of equipment and supplies

Marinwood After School Program Parental Acknowledgment

I acknowledge that I have read the parent packet and I am fully aware of Marinwood's After School Program's policies and procedures.

Payment for the Marinwood After School Program is a continuous and automatic payment plan and will be processed on the 1st of each month for the following month's tuition. I understand that this plan will remain in effect until I wish to terminate the program or until the end of the school year.

I authorize Marinwood to charge my account for any late pickups charges which I may incur while participating in this program.

It is to my complete understanding that if I wish to withdraw from the program, I must give Marinwood CSD **WRITTEN NOTICE at least 5 business days prior** to my next payment date. If proper notice is not received, I will be held responsible for tuition regardless of whether or not my child attends the program.

Thank you for entrusting your child to our care. We are committed to providing a safe and enjoyable program. Please let us know if you have any questions or concerns.

Marinwood Recreation Department

775 Miller Creek Road

San Rafael, CA 94903

(415) 479-0775

Fax: (415) 479-7759

Appendix A: COVID-19 Scenarios and Actions

The following is excerpted from ***Marin County Public Health Protocols on the Onset of Symptoms, Potential Exposure to and/or Close Contact with an Individual Testing Positive for COVID-19 in a School Classroom/Cohort and in an Office Setting.***

Marinwood's After School Care Program will be following these protocols. For the full document, please visit <https://bit.ly/ExposureProtocols>.

School / Cohort Setting Scenarios

Scenario One	Actions and Communications
<p>A student or staff member responds “yes” to one of the health screening questions, has a temperature of 100.4 or above, and/or exhibits symptoms of COVID-19.</p>	<ul style="list-style-type: none"> • The cohort remains open. • The student or staff member should not enter the building, should be sent home, and self-isolate. • The student or staff member should contact their healthcare provider for any further steps and testing if advised. • Marin Public Health (415) 473-7191
Scenario Two	Actions and Communications
<p>A student or staff member lives with or has been in close contact with a person who has tested positive for COVID-19.</p>	<ul style="list-style-type: none"> • The cohort remains open. • The student or staff member is expected to report this to the site administrator immediately, is excluded from the cohort, and they and all household members should quarantine, monitor symptoms, and contact their health providers and/or Public Health for additional steps and to schedule testing. • The site administrator should gather any additional information regarding details of known contact and forward this information to Public Health. • Public Health will advise of any additional next steps including support of expedited testing if advised. • If the student or staff member has siblings, family

	<p>or household members at other school sites with possible exposure they should be excused from school and Public Health contacted to assess exposure risk and determine disposition (eg. exclude from cohort). <i>Public Health infectious disease exposure notice letter is being requested.</i></p> <ul style="list-style-type: none"> • All families of students and staff members of the cohort should be notified that a student or staff member has a household member that has tested positive for COVID-19. • Marin Public Health (415) 473-7191 • <u>Template Communication Letter (Household member or contact w/ C19+)</u>
Scenario Three	Actions and Communications
<p>A student or staff member of a cohort tests positive for COVID-19.</p>	<ul style="list-style-type: none"> • The cohort will be closed for 14 days from last known exposure. • All families of students and staff members of the cohort should be notified with a phone call followed by a letter that a student or staff member in the cohort has tested positive. Students and staff should be quarantined for 14 days from date of last known contact. • The entire cohort of staff and students should be tested working directly with their healthcare providers and/or Public Health. • Further testing of family members may be advised based on cohort test member results. • Marin Public Health (415) 473-7191 • <u>Template Communication Letter (Confirmed C19+ in Cohort)</u>
Scenario Four	Actions and Communications

A student or staff member who has quarantined or isolated for any of the reasons in scenarios one, two or three and is tested - and **tests negative**.

[Follow-Up Letter to Letters One, Two, or Three]

- The cohort remains open.
- Even though the student or staff member has tested negative, if the student or staff member has had close contact with an individual that has tested positive for COVID-19, they must remain in quarantine or isolation for 14 days from last known contact with the individual.
- All families of students and staff members of the cohort should be notified that the student or staff member tested negative.
- **Marin Public Health (415) 473-7191**
- [Template Communication Letter \(Negative Test Cohort Member\)](#)