



# CHILDREN IN MOTION PARENT HANDBOOK

**Parks  
Make  
Life  
Better!**<sup>SM</sup>



Recreation Services Department  
1221 Ash Street, Arroyo Grande, CA 93420  
[www.arroyogrande.org](http://www.arroyogrande.org)  
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# Parent Handbook Table of Contents

Introduction.....2

COVID-19 Guidelines.....3

Program Sites & Contact Information.....9

Children In Motion Registration & Fees.....10

Children In Motion Philosophy & Goals.....12

Policies & Sign-In/Sign-Out Procedures.....13

Illness/Medical/Emergency Procedures.....15

Behavior Guidelines.....17

Rights to Service.....20

# Introduction

## *Making Lemonade out of Lemons: Enrichment Labs to the Rescue!*

The City of Arroyo Grande Recreation Services Department is partnering with the Lucia Mar Unified School District to offer Enrichment Labs: the provision of professional, quality and licensed child care at Ocean View and Branch Elementary Schools for the start of the 2020-2021 school year. Our staff will be supporting your child with distance learning, offering fun activities in physical exercise, arts/crafts and outdoor play during breaks and before/after class time. The Enrichment Lab will also allow children to socialize with peers while practicing social distancing, wearing face masks indoors, and hand washing frequently.

While the City is partnering with Lucia Mar Unified School District, City staff will not be responsible for chrome books or materials issued by the school district. In addition, children will be monitored by their classroom teachers for their efforts during distance learning, as well as any information submitted online. We hope to engage your child with the resources that they will need to feel successful in their distance learning program and also provide enrichment activities to supplement learning.

COVID-19 standards of care and all guidelines issued by the County Public Health Department and State Licensing will be followed while providing the best care possible for your child. Children will be required to wear a mask while indoors, so please send your child with a mask that fits and is comfortable to wear for extended periods of time. While this is not everyone's ideal situation, we hope to make this experience as positive as possible for you and your child. We are in this together, and with your support, we aim to make this experience as successful as possible!

Sincerely,

Sheridan Bohlken  
Recreation Services Director

# Covid-19 Guidelines

## FALL 2020

### **Background**

The following information provides minimum standards in accordance with the County of San Luis Obispo Public Health Department and the CDC Interim Guidance for Child Care Program guidelines established by the American Camp Association effective May 2020. These guidelines are subject to change based on changes in local, state and federal direction related to COVID-19. Day camps operated by the City of Arroyo Grande serve children 4 years and 9 months-12 years of age and are operated at the Lucia Mar School District and City facilities. Additionally, the City of Arroyo Grande is a licensed child care provider following all State Licensing child care guidelines.

### **Definitions**

American Camp Association: is a national member lead organization that provides camping standards and accreditation.

Camps: foster children's emotional, social, and physical and creative growth through various interactive activities and relationships with role model teachers and staff.

Staff (Teacher and/or Assistant): an adult (18 years of age or older) hired by the City of Arroyo Grande having received necessary background checks and health screenings prior to starting employment.

Cubbies: A box or individual space will be pre-designated for each camper and safely stored one foot apart from other camper for camper backpacks, jackets, etc. to be stored safely into a pre-designated room for each camp unit.

Camp Unit: A unit of staff to camper ration of 1:12 (per California State Licensing requirements). This will be divided by household unit and will remain together throughout their camping experience. Camp units will not intermingle with other camp units at the same time.

Center for Disease Control (CDC): A U.S. federal government agency whose mission is to protect public health by preventing and controlling disease, injury, and disability. The Centers for Disease Control and Prevention promotes healthy behaviors and safe, healthy environments. It keeps track of health trends, tries to find the cause of health problems and outbreaks of disease, and responds to new public health threats. The Centers for Disease Control and Prevention works with state health departments and other organizations throughout the country and the world to help prevent and control disease. The Centers for Disease Control and Prevention is part of the U.S. Public Health Service of the Department of Health and Human Services (DHHS).

COVID Carry Kit (Fanny pack): similar to a pool lifeguard go pack containing essential items, such as hand sanitizer, gloves, bandaids, etc.

Disinfecting: refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. This is best described to staff as a bleach or hydrogen peroxide/water ratio solution where protective PPE must be worn. CDC states a disinfecting solution is mixing five tablespoons (1/3rd cup) bleach per one gallon of water.

PPE (Personal Protective Equipment): includes, but it not limited to face shields, gloves, goggles, face covers, head covers and masks.

Isolation Area: This will be a designated room at each facility where a camper or staff can be isolated should they fall ill suddenly.

Sanitizing: refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. This is best described to staff as a soap and water solution to be used on surfaces after they are disinfected with chemicals. This is a best practice to avoid harsh chemical residue on surfaces after disinfecting.

## **Facilities**

The following will be assessed by staff to ensure that camps will be operated as recommended by the County of San Luis Obispo Public Health Department and state licensing protocols for child care. The following will be met for all sites:

- Check-in/check-out area will be sufficiently spaced/marked so that participants and parents/guardians can line up six-feet apart. It is recommended that this be done outdoors. Check-in/check-out will be located in pre-designated spaces for each grouping of campers, so parents/guardians do not bottleneck more than ten per location while maintaining a six feet gap between each household cluster waiting to check-in.
- Restrooms will be available at all times during camp and will be regulated to ensure that only one-person is inside the restroom facility at a time. Markings will be placed to ensure that people waiting to enter the restroom are six feet apart. Guidelines set by the County of San Luis Obispo Public Health Department and CDC will be followed for cleaning and frequency of cleaning.
- Handwashing at the facility, or hand hygiene stations, will be accessible so that participants and staff can wash hands or use hand sanitizer at minimum at each transition of activity and/or every hour. Staff shall carry hand sanitizer with them at all times in COVID Carry Kit.
- An isolation area will be established to keep participants or staff that develop symptoms during camp away from others. This may be pre-designated as the

craft rooms at some facilities where camps are hosted, being that the craft rooms are too small to program for camp spacing requirements.

- Lunch and snack areas will be set-up to provide six-feet of separation between each participant. Lunch and snack areas must be disinfected and sanitized by staff after each use.
- Signage area is available at the entrance to be visible by staff and participants.
- Each Camp Unit must be in a separate area and should not interact with each other at any time. It should be noted, the City of Arroyo Grande will target each camp to be a 1:14 counselor to camper ratio for children K-3<sup>rd</sup> Grade and 19 or fewer children for 4<sup>th</sup>-6<sup>th</sup> grade. The participants in a camper group must remain with that group each day, and cannot be moved from one group to another. Rotation of areas may only be performed if the area is cleaned, sanitized and disinfected prior to another Camp Unit using the area.

### **Registration Process**

Registration and payment for all camps will only be accepted online. Please visit [www.arroyo grande.org/catalog](http://www.arroyo grande.org/catalog) for all necessary information. The City of Arroyo Grande Recreation Services Department has limited office hours, and if necessary, an appointment may be made to submit forms and payment by calling (805) 473-5477.

Sign-In/Sign-Out Procedures: An area for sign-in and sign-out of camp participants will be identified and follow a process to ensure that all participants and staff are able to practice physical distancing. Staff and participants must conduct a health screening prior to arriving on site, and a secondary screening must be conducted prior to participants being admitted into the program. Each participant will have their own clipboard and pen for sign-in/sign-out purposes. Physically distanced spaces will be identified outside the building to wait for admittance.

- Clearly visible signage will advise participants that they should: avoid entering the facility if they have a cough or fever; wear facial coverings; maintain a minimum of six-foot distance from one another; and not engage in any unnecessary physical contact.
- Prior to arriving to the camp site, staff, participants and parents must perform a self-conducted health screening by taking their temperature, and ensuring that they do not have a fever of 100°F or higher. They must also ensure that they do not have symptoms that the CDC has indicated are symptoms of COVID-19.
- Upon arrival, camp staff must receive a health screening, which includes taking their temperature with a no touch thermometer. Staff must not have a temperature of 100°F or higher, and must be asked to confirm that they do not have any of the symptoms that the CDC has indicated are symptoms of COVID-19. Currently, staff will not be recording and temperatures per guidance by HR Director and concerns over HIPPA.
- Check-in time or location will be staggered to ensure that no more than 10 participants are checking in at the same time or location. Check-in area will be marked to indicate 6 feet of separation between every participant/parent.

- Upon arrival, camp participants must receive a health screening, which includes taking their temperature with a non-contact thermometer. Participants must not have a temperature of 100°F or higher, and must be asked to confirm that they do not have any of the symptoms that the CDC has indicated are symptoms of COVID-19. Participants will then be asked to wash their hands before entering the program.
- Participants will not be required to wear face masks, however, if parents prefer to have their children wear face masks, staff will make every effort them wear their mask throughout the day.
- Participants will need to arrive with sunscreen already on, and additional sunscreen will be made available for participants to apply themselves.
- A non-contact (temporal) thermometer will be available for health screening.
- Staff conducting the health screening must wear a facial covering during the screening.
- Staff must wear disposable non-latex gloves. The same gloves may be used to conduct all health-screening checks provided this task is uninterrupted as long as no other surfaces were touched for the duration of the health-screening process.
- If a participant has a temperature of 100°F or higher there will be an allowable grace period (up to ten minutes) where the camper can wait with their parent/guardian in a vehicle or a reasonable distance away from the facility. This guideline recognizes that temperatures can rise quickly if the camper was running to the facility excited, wearing a hat, or drinking a hot drink. If after the second test, they still test 100°F or higher, the camper will need to leave the area immediately for the remainder of the day. Staff must also disinfect all surfaces and areas that the dismissed camper may have touched. If the camper has a temperature of 100°F or higher, a new pair of gloves is required and the non-contact thermometer should be disinfected and sanitized before additional participants are checked.
- Children will be monitored throughout the day, and if their health changes, children will wait in the isolation area with a staff member until parents arrive for pick up. Please make sure you are available throughout the day on your personal cell phone or work phone number.
- When parent/guardians want to check-out their child, they will remain six feet distanced apart and notify the staff at the entrance to the facility. You will be greeted by staff and parents/caregivers will sign their child out on the individual sign-in/sign-out sheet with the provided pen, and wait for their child to come to the door with their belongings.
- Parents will need to be prepared to show I.D. upon request.

### **Equipment Requirements**

Staff must consider how to minimize touch points between staff and participants, and/or establish processes to clean and sanitize equipment and surfaces between touches wherever possible. Toys and equipment that cannot be cleaned and sanitized will not be used.

- A container for soiled toys and equipment with soapy water will be available (out of reach of children). Any toys/equipment placed in a child's mouth or otherwise contaminated by body secretions or excretions should be placed in the container until they are cleaned and dried (staff must wear gloves when handling contaminated items).
- Children's books and other paper-based materials are not considered a high risk by the CDC for transmission, but so require additional cleaning to be proactive in standards of disinfecting and sanitization.
- Each participant will have their own set of basic crafts materials (crayons, glue stick, pencils, pens, markers, etc.) to be kept on site.
- Toys, equipment and games will be cleaned, sanitized and disinfected frequently, at the beginning of the day, end of the day and when used by different participants.

### **Management of Participant Requirements**

Camps must operate in camp units of 12 participants or less (per the California State Licensing requirements). Participants must remain in their camp unit throughout the camp, and there will be no interaction between other camp units. Each camp unit will need to remain in a separate area/room, and rotation of areas can only be performed if the area is cleaned, sanitized and disinfected prior to a new camp unit using it.

- Areas for each camp unit must be designated. Inside buildings a specific room will be identified for each stable group. For outdoor activities the areas must be designated with cones or other delineators, and should be separated from general park users.
- Participants must wash or use hand sanitizer to clean their hands every 60 minutes and/or between activities.
- Reasonable accommodations shall still be made for inclusion program participants.
- Each incident where a camper and/or staff may have come into contact with an individual that has been diagnosed with COVID-19 or another contagious virus will be addressed on a case-by-case working with the Recreation Services Director and the HR Director due to multiple factors.
- Lost and found items will be stored individually in clear trash bags sealed and will be stored for ten days and then disposed of by camp staff or facility supervisor.

### **Lunch, Snack and Consumption Requirements**

Campers will be provided with snacks in the morning and afternoon, but they must bring their own lunch that will then be stored in their cubby. As always, please alert staff if your child has any special dietary restrictions or food allergies.

- Tables must be cleaned and sanitized before and after each use.
- Countertops must be cleaned and sanitized after each use and daily.
- Refrigerator and other storage areas must be cleaned on a daily basis.

## **Cleaning, Sanitizing and Disinfecting Requirements**

Areas that are used for camp activities must be cleaned, sanitized and disinfected regularly.

- Restrooms, including faucets, toilets and urinals must be cleaned and disinfected at least every two hours if not more often depending on frequency of use.
- Hand washing sinks and faucets must be cleaned and disinfected after every use.
- Drinking fountains will not be utilized. Staff will be responsible for refilling water bottles at the kitchen area/sink and will ensure no contact is created with the water bottle and the water-dispensing unit.
- Staff will be trained how to disinfect and sanitize all surfaces of the facility.
- Countertops must be cleaned and disinfected daily.
- Floors must be cleaned and disinfected daily.
- Door and cabinet handles must be cleaned and disinfected daily.
- Mats, chairs and benches must be cleaned and disinfected daily.
- Electronic devices such as computers, keyboards, phones, gaming units, remotes, and TVs must be cleaned and disinfected after each use.

## **Closing**

Our goal is to maintain a healthy relationship with the children in our care by continuing to provide enriching and engaging activities, while using additional methods to reduce the risk of virus transmission. We will be modeling and reinforcing healthy habits including physical distancing, frequent hand washing, use of hand sanitizer and the use of face masks when deemed appropriate. We understand that each family and child have very different circumstances, and we will continue to strive to meet your needs and the needs of our community.

# Program Sites, Contact Information & Hours of Operation

Full Day Only (all sites)  
Kindergarten-6thGrade  
7:00 a.m. – 6:00 p.m.

Ocean View Elementary School  
1208 Linda Drive  
Arroyo Grande, CA 93420  
Site Cell Number: (805) 710-4014

Branch Elementary  
970 School Road  
Arroyo Grande, CA 93420  
Site Cell Number: (805) 710-4366

Recreation Supervisor: Carrie Van Beveren  
Office Phone Number: (805) 473-5472  
Email: [cvanbeveren@arroyogrande.org](mailto:cvanbeveren@arroyogrande.org)

Recreation Office: (805) 473-5474 / [agrec@arroyogrande.org](mailto:agrec@arroyogrande.org). The office is open for on an intermittent basis and appointments are recommended. Please call or email for more information.

# Children In Motion Registration & Fees

## REGISTRATION

Children are required to be registered prior to attending the Children In Motion. **All forms must be filled out and returned in order to attend.** For families registering more than one child, only one packet needs to be submitted with all children's names on each of the forms. For families with multiple children, only the Parent Permission Agreement and medical release forms must be filled out individually for each child. Please list any special needs or circumstances on the registration form, as well as listing any medications. Please see below for specific medication requirements. If a child needs special help or individual care, it is the responsibility of the parent/guardian to find a proper aide to work in the program. The aide will identify him/herself and will provide proof of fingerprint clearance, proof of immunizations, and a negative tuberculosis test.

Prior to attending, the \$25/child annual registration fee must be paid, all forms must be completed, and session payment made. Session registrations will be required on a per week basis, and can be completed at: [www.arroyogrande.org/catalog](http://www.arroyogrande.org/catalog). Please notify a staff member of changes with an address, phone number, or individuals allowed to pick-up your child.

The City of Arroyo Grande believes that all children, family members, and staff have the right to be treated with respect and dignity regardless of gender, cultural, or religious background. Child care services are open to all qualified persons without regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color or mental or physical disability.

If a parent/guardian will be receiving subsidized care for their child, a contract stating which agency will be paying for the care and how the agency is to be billed must be presented **before** the child can attend the program. If a contract is not available prior to the child attending the program, the *agency* **MUST** make contact with the Arroyo Grande Recreation Department prior to the child attending. Until a contract or confirmation from the agency is made, parents/guardians will be responsible for the entire tuition amount. Parents/guardians are responsible for completing the subsidized care provider's paperwork (which track the child's hours in the program) on the days their child attends the program. Parents/guardians are responsible for bills not paid by the subsidized care provider.

Children In Motion is a licensed child care facility at Ocean View and Branch Elementary Schools by the California Department of Social Services. The program at the Mark M. Millis Community Center is non-licensed, and has an exemption from the State of California. The program strives to adhere to standards of care set forth by the State, including a ratio of one staff person per 14 children (during COVID 19 the ratio is 12 to 1 for children in Kindergarten and older), staff background checks, experience and

qualifications, proper sign-in/sign-out procedures, and health standards. Each site undergoes annual and unannounced reviews to ensure children are receiving proper care. During these visits, the licensing agency has the right to interview staff and children, to inspect children's and staff's files, and to observe the physical condition of all children.

## **FEES**

During the COVID 19 pandemic, the City of Arroyo Grande is offering full-day weekly sessions of day camp only in order to limit exposure to participants and staff. **Registration and associated paperwork must be received and paid for by 12 noon on the Friday prior to the start of camp in order for your child to be admitted.**

Weekly Rate (five full days; 7am-6 pm)=\$215 per child\*\*

\*\*If there is one or more holidays in a session that fall on one of your contracted days, fees will be pro-rated accordingly.

### Late Pick-up Fees Summer 2020:

Children In Motion is open until 6:00 p.m. You will be charged the following fees if you pick up your child late (Please note, fees are per child):

Between 6:01 – 6:10 p.m.	\$10.00
Between 6:11 – 6:20 p.m.	\$20.00
Between 6:21 – 6:30 p.m.	\$30.00
AFTER 6:30	\$60

If a parent/guardian has not arrived to pick up their child by 6:00 p.m., staff will call the parent/guardian or other people on the pick-up list if the parent/guardian is not reached. Children who have not been picked up by 6:30 p.m. *and* contact has not been made with the parents/guardians will be taken to the Arroyo Grande Police Station, 220 N. Halcyon. Staff will notify the parents or guardian by message or text before taking their child to the Police Department if possible. If you know that you will be later than 6:00 p.m., please notify the staff. However, you will still be charged the late pick-up fee. You may be asked discontinue use of the program if you are frequently picking your children up late.

## **Refunds**

Refunds or changes in registration dates must be approved by the Recreation Supervisor at least one week in advance, and may be used as credit towards the next week or refunded by check in the mail. Sick days do not qualify for refunds.

## **Financial Assistance**

The City of Arroyo Grande strives to provide quality child care at an affordable price. The City is currently researching scholarships and financial assistance for families in need. Should you require financial assistance and cannot obtain support through CAP SLO, please reach out to the Recreation Supervisor at (805) 473-5472 or email [agrec@arroyogrande.org](mailto:agrec@arroyogrande.org).

# Children In Motion Philosophy and Goals

## Philosophy

- The support and care for our youth by providing a nurturing environment while encouraging learning; lending support to achieve success academically, socially and physically are paramount to the development of each child. We strive to provide this enriching environment through the leadership of our trained staff.
- The Children In Motion Program is open and accepting to all children and families. We value and acknowledge that families are different, and these differences are what makes our community great. We will respect these differences and treat all families with the same respect.
- Valuing differences, we will work towards a common goal of quality childcare, and we strive to establish individual relationships with our students and to model appropriate behavior and social skills.
- We believe in fostering an ethic and social responsibility in all participants, staff and community partners in order to cultivate positive self-image, independence, and a place within our tight knit community.
- We believe in open communication and welcome parent participation and feedback.
- We believe in positive modeling, and aim to re-direct, guide, encourage and reward your child for making good behavior choices. We will also establish and clearly define reasonable boundaries and limits with logical consequences if these limits are not understood. Children are encouraged to follow our rules and limits, and we will aim to help them develop self-awareness and cooperative skills. We also encourage language develop in order for children to be able to communicate effectively with the children and staff in the program.

## Goals

- To provide quality and inclusive care for youth to local residents.
- To provide a safe, warm, engaging environment for all of our K-6<sup>th</sup> attendees.
- Allow a flexible schedule where children can participate in a choice of activities.
- Foster the physical, emotional and social growth of all participants.
- To provide daily activities such as indoor and outdoor group games and sports, homework time, crafts, science, free play and snack.
- To teach social responsibility and kindness to all participants
- Have skilled staff who are knowledgeable in the childcare field and whom strive to meet the needs of the whole group while recognizing children as individuals.

# Policies & Sign-in/Sign-out Procedure

## Communication

It is the staff's job to ensure that children are safe in our program. Some reminders to ensure communication is healthy and appropriate while in the child care programs are as follows:

- Families may not approach other children to discuss incidents or behaviors.
- While staff are happy to have a quick discussion regarding the day or upcoming events, lengthier conversations need to be scheduled in advance.
- Since our program ends at 6 p.m., please understand that staff will not be able to stay late to discuss concerns. Due to our staff scheduling and facility rentals, all staff need to be able to leave the sites as close to 6 p.m. as possible.
- Families are reminded to be mindful of what they say in the proximity of other children. Please no profanity, suggestive language or yelling.
- Please refrain from using your cell phone during the sign-in/sign-out process.

## Tax Information

Please retain your copy of the payment receipt for tax purposes or questions regarding your bill. **Children In Motion is not responsible for tracking your child's payments for tax purposes.** The number of children in the program makes this task unfeasible. Children In Motion's tax ID # is 95-6000-668. We will not be issuing statements for tax purposes, so please keep your receipts. Thank you.

## Parent Notices

Staff frequently posts notices regarding program closures, changes in policy, requests for donations, minimum day notices, or other important information. It is the parent's/guardian's responsibility to check these notices daily.

## Confidentiality

All child and family information is confidential. When speaking to parents/guardians regarding incidents or accidents at the site regarding more than just your own children, we will not disclose the other children's names and will refer to them in all paperwork you will receive as another child. If we decide it may be helpful, we may discuss certain behaviors with your child's teacher or the staff in the school office, but this information will be kept between our staff and the school site staff. Our staff will comply with Child Welfare Services or Police if asked to provide information. As child care staff, we are mandated reporters for child abuse, and will report any incidences to the proper authority without consent of the parent or any legal guardians.

## Attire

Children should wear comfortable clothing that can get dirty on occasion. Please provide a jacket for your child daily as our weather is unpredictable. Flip flops and open toed shoes are not recommended.

## Snack

Snack will be provided daily to the morning and afternoon program participants. Your child may eat an additional snack of their own along with ours or in place of ours if they get hungry or do not like what we are serving. We strive to eliminate nut allergy worries, and try to provide snacks that do not contain tree nuts or peanuts, and will provide a different snack to your child if they are allergic to any food items we may be serving. If your child has extensive allergies or dietary restrictions, please provide your own snacks. We do not serve drinks for snack other than water, children are encouraged to bring a water bottle daily.

### **Sign-in**

Our program requires that children must be sign-in by a parent, guardian, or pre-approved person; children **are not** allowed to check themselves in. Effective immediately, children are NOT allowed to have a note on file and be signed in by staff, every child **must** be walked in by an adult and signed in every morning.

### **Sign-out**

Our program requires that children must be signed-in and signed out on the roll sheet by a parent, guardian, or pre-approved person; children are not to check themselves out. **Only individuals listed on the pick-up list will be permitted to check your child out of the program-NO EXCEPTIONS.** Only a note from the parent/guardians(s) stating that another individual may check-out their child on that particular day will overrule this procedure. If staff does not recognize a person picking up your child, they will request to see a photo I.D. and will confirm that the individual is on the pick-up list. This is for children's safety, please inform individuals who may be picking up your child for the first time of this policy. If a child's teacher, tutor or therapist needs the student while they are checked into Children In Motion, the parents/guardians must place that individual on the pick-up list. Also, we require these individuals to fill out a form stating they are in good health, and we will need a copy of their Tuberculosis skin test clearance before they are permitted to visit our program.

If any program staff have suspicion that the adult who is picking up a child is under the influence, the adult will be delayed until another person listed on the emergency contact list can be contacted to pick up the child. If the person refuses to cooperate, takes the child, or acts in a belligerent or threatening manner, the police will be contacted.

### **Parent/Guardian Custody**

If a child's custody changes, restraining orders or court orders are put into place involving the child, please notify the Recreation Supervisor. Parents/guardians **must** provide staff with a copy of any restraining order or court orders as they pertain to the child. These papers **must** specify who CAN or CANNOT pick up the child. If there is a restraining order or visitation limitation, it is the responsibility of the family to notify the Recreation Supervisor. Thank you for your cooperation. We strive to maintain a safe and stress free environment for the children, and information for all involved will assist with this.

# Illness/Medical/Emergency Procedures

If a child arrives at the site feeling ill or showing signs of illness, a parent or guardian will be contacted to pick up the child. Please make sure we have your current contact information, as children will need to be picked up as soon as possible. If we cannot get a hold of a parent or guardian, we will contact other people on your child's emergency pick up card. Children will be given a separate area to rest until they can be picked up. Children should not attend the program if they have a fever, vomiting, head lice or nits, pink eye, diarrhea or any other communicable disease. Children should be free of symptoms for a minimum of 24 hours before returning to the program. Staff cannot help children in the restroom if they have an occasional restroom accident. Children must be able to clean themselves up, and put on new clothing. If your child may have an occasional accident, please send in an extra pair of pants and socks for them. If your child needs help in the bathroom or isn't properly cleaned up or does not have a clean pair of back-up clothing, we will contact you or other people on your pick up list to come and help your child.

Staff can only administer prescription medication to your child when the following procedure is followed:

1. Medication permission slip must be completed (forms are available at the site)
2. Medicine must be in its original bottle.
3. Label on the bottle must include the child's name, dosage, administration instructions, doctor's name, and current issuance date.

At our licensed sites, staff will have an incidental medical services page about your child and the medicine instructions posted next to our med boxes. These must include the name and phone number of the family physician.

If a child has a life threatening allergy, it is the parent's/guardians responsibility to notify staff and write all needed information on the registration form, as well as train staff on any specific epi-pens. Epi-pens do expire and it is the parent's/guardian's responsibility to send in new ones when they are about to expire.

Our staff will not be responsible for identifying symptoms of hyperglycemia or hypoglycemia, but can assist in watching the child check themselves using given equipment.

It is the parent's/guardian's responsibility to pick up any medication at the end of the child's enrollment, all medication left after a child exits the program will be thrown out.

**Children are not allowed to carry any medication** (including Tylenol, or cough drops etc.); all medication **must** be checked into the head teacher.

Should a child be injured while at the site, the following procedures will be followed: for scrapes or cuts, the child will be instructed to wash the wounded area and staff will apply a bandage. For minor bruises and bumps, an ice pack will be administered to the injured area. Parents/guardians should receive a minor accident report if these small injuries occur. In case of an emergency such as a possible back or neck injury, a broken bone, or head trauma, 911 will be called immediately and a parent or guardian will be notified.

**In the event of a natural disaster or emergency situation that may require relocation of your child, please contact the Recreation Services Department Office at 473-5474 or 473-5477 for more information and further instructions. Staff will do everything possible to first protect and safely care for your child, and contact you when possible.**

# Behavior Guidelines

If located at a school site or facility, the program will adhere to the school or facility's policy regarding code of behavior and guidelines for safe play. Listed below are rules that must be followed at all sites. Please review these rules and the Code of Conduct with your child(ren).

1. If a child needs to get a drink or use the restroom, they must tell a teacher before they leave the playground or cafeteria and let the teacher know when they return.
2. Please **DO NOT** let children bring toys from home.
3. Children must keep hands and feet to themselves at all times.
4. Children must stay within designated boundaries at all times.
5. Children must treat themselves, teachers, other children and property with respect.
6. Inappropriate language or bullying will not be tolerated.
7. There is a zero-tolerance level regarding threats or speaking about the intent to harm another person.
8. Children are responsible for their own learning equipment. Staff are not responsible for chrome books and/or supplies issued by the school district or brought from home.

The Children In Motion staff is committed to providing a safe, positive, and comfortable atmosphere. In order to accomplish this goal, a behavior policy has been established which includes rules and procedures, as well as consequences. The emphasis is on positive reinforcement for good behavior. We offer proud slips and praise, and additional free play choices. In order for us to be successful and be able to supervise all of the children in the program, every student must act in a manner that enables us to maintain our 14 to 1 ratio at all times. By providing a well-rounded, nurturing environment with a variety of activities and choices, staff aim to create an inviting atmosphere where children feel welcome, nurtured and can thrive. We have a code of conduct for which all children in the program need to adhere to in order for us to maintain a safe, fun, enriching program. By signing up for our program, you and your children agree to abide by the following:

## **CHILDREN IN MOTION CODE OF CONDUCT FOR PARTICIPANTS**

- I understand that I need to be able to communicate my basic needs, including being able to say that I need to use the restroom, I am hungry, or I do not feel good.
- I will listen and follow the instructions given by Children in Motion Staff. I can ask questions if I do not understand what was asked of me.
- I will stay within boundaries given at all times.
- I will clean up what I am playing with before moving on to another activity.
- I will keep my hands and feet to myself, and I will not touch anybody if I am angry. I will be careful with my own body, and make sure I am only touching others appropriately at all times.
- I will do my best to participate in activities, and try new things when I am comfortable.
- I will do my best to be courteous and friendly to the other children in the program.
- I will not use inappropriate language.
- I will treat both the Children In Motion and School Site property carefully.
- The Children In Motion Program is a bully-free zone. Students will work together to include everyone, and keep hurtful words away from all participants. I understand that I am part of making childcare a bully-free zone.
- I understand that if I am not able to follow instructions, I may be re-directed to another choice in activity or area in the program, or I may be asked to take a seat and settle down and re-gain control of myself. I also understand that if my behavior is severe enough, my parent or guardian will be called for support, and possible pick up from the program.

### **Incentive Program**

Children In Motion offers an incentive program to reward children for good behavior. Through this program, children are rewarded for positive actions and attitudes through special privileges or prizes. It is important that parents take notice and support this program.

### **Behavior Policy**

Depending on the severity of a child's inappropriate behavior which is determined by staff, a child may (1) receive a verbal warning, (2) be given an incident report form, (3) be placed directly on discipline contract, or (4) be suspended or expelled from the program. Unacceptable behaviors include, but are not limited to the following: inappropriate language, threatening violence, failure to follow repeated instruction, failure to stay within boundaries, intentionally throwing objects such as sticks, sand, playground equipment or any other item if meant to cause harm, hitting, kicking or any other physical violence. Children may be expelled with or without incident reports or a contract if behavior warrants.

1. Verbal Warnings: A child may receive a verbal warning from a teacher for inappropriate behavior.

2. Incident Report Form: This form will be used if a child's behavior warrants more than just a verbal warning. A child may receive up to two incident report forms within a one-month period of time. If a third incident occurs or if the severity of the incident warrants, the child will be placed on a discipline contract. Upon successful completion of the contract, good behavior will result in a clean slate for that child.
3. Discipline Contract Agreement: This form describes up to three behavior goals that must be followed by the child for the following ten days the child attends the program. If your child is placed on a Discipline Contract, you will be asked to pick them up on that day. They will also be suspended for the following day depending on the behavior that occurred. Failure to meet these goals the first time will result in suspension from the program for at least one day depending on severity. A second violation will result in suspension for one week. A third violation will result in complete expulsion from the Children In Motion program.
4. Suspension or Expulsion: Any serious inappropriate behavior or action that endangers the child, other children, or staff, may warrant immediate suspension or expulsion from the Children In Motion program. This is at the discretion of each head teacher, or other Recreation staff including the Recreation Supervisor, and Recreation Services Director.

# Rights to Services

## Services

The Children In Motion program reserves the right to request that any child be withdrawn from the program at any time due to, but not limited to, the following:

1. Failure to submit timely payment.
2. Continued late pick-up of child. (More than 4 times per year)
3. Extreme behavior problems on the part of the child (determined by our staff)  
These behaviors include, but are not limited to: hitting/kicking or other violent episodes, being unable to stay within program boundaries, repeated unwelcome words or on-going poor attitude which negatively affects other students, bullying or threatening other students or staff, repeated distractive behavior such as yelling out during quiet times or talking during teacher talk.
4. Lack of cooperation regarding policies and procedures, including but not limited to offensive, discriminatory, intimidating, or attacking behaviors towards staff or other children and families in the program by either the parent/ legal guardian or the child.

**Our program strives to meet the individual needs of each child, however we operate in a group setting. If your child is taking up an excessive amount staff time due to behavior issues or other issues, please understand that you will be contacted about possible solutions including expulsion from the program. The Children In Motion Program reserves the right to expel any child at any time with or without following the listed procedures should behavior problems or safety concerns warrant, as decided by staff.**

**THANK YOU FOR YOUR INTEREST IN OUR PROGRAM, WE LOOK FORWARD TO GETTING TO KNOW YOU AND YOUR CHILD(REN)!**