

General Program Information

Our trained staff have a wealth of experience working with children and strive to provide the best care and safety possible. Explore N' More will follow the MDUSD's calendar and will be closed on most non-school days.

This program will provide:

Distance Learning Support: Participants must bring their school work to the program, and staff will strive to provide technological help, keep participants on task, and monitor the completion of work. However, staff will not monitor academic progress, and we encourage parents to review school work and curriculum standards regularly. Staff will do their best to work with parents and teachers on work requirements. To help fulfill your families distance learning support needs, please email the Program Coordinator your child's academic schedule 5 business days before the start of the program. Participants must bring everything they need to complete their school work.

Staff will have dedicated spaces for participants to complete their work. Please note that the staff are not certified teachers, but will do their best to help students with homework assignments.

Recreational Activities: Throughout the day between school work and once school work is complete, kids will get to enjoy play, arts & crafts, science, sports, and group games. Each day participants will work on school, be safe, and HAVE FUN!

Bathrooms

Participants attending the program must be potty trained and able to use the restroom without help. Staff cannot change diapers or help them in the restroom. The program does not have the resources to provide 1 on 1 supervision with a child at all times. The program does its best to accommodate those with a disability, but typically a more specialized program, with trained staff for those needs, is a better fit in those situations.

Cost

Explore N More's cost is based around \$5/hr. and features a weekly cost that does not fluctuate based on how many days you come or hours utilized.

Payments can be made in full, or on payment plan. For payment plans, half is due immediately upon sign up, and the other half is due when the program begins. You must have a card saved on file and on the saved on your payment plan to use this option.

Payments, in most cases, are non-refundable. Closures may happen and will be assessed on a case by case basis.

Drop Off & Pick Up Information

Before You Attend

We are asking parents to take their child's temperature before they arrive at the program each day. If your child has a temperature above 100.4, please do not come. Call (925) 671-3118 to let us know you will not be attending. If your child is not feeling well, or exhibiting any of the following symptoms please to do not come for the safety of your child, our staff, and the other participants in the program.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Drop Off

Drop off is between 7:30 am-8:30 am (we might want to make this 8:30am if we can determine when classes begin). If your child requires a later drop off time, please notify the Program Coordinator Devynn Darner at devynn.darner@cityofconcord.org or at (925) 671-3118.

Please enter the horseshoe drive way and circle to the front of Willow Pass Center-**do not exit your car**. Staff will approach your vehicle with a sign in sheet, and will ask you the following screening questions...

- In the last 3 days have you had a sore throat?
- In the last 3 days have you had a new cough?
- In the last 3 days have you had unusual shortness of breath?
- In the last 3 days have you had had any chills or fever?
- In the last 3 days have you had an acute loss of smell or taste?
- Have you been in contact with a suspected or confirmed case of COVID-19?

Once you answer all of the questions for your child, staff will collect your emergency card and waiver. They will have you sign in with a clean pen and then your child will enter the building, wash their hands, and join the rest of the campers.

If any of the above questions is answered with "yes", the participant will not be admitted into the program.

Once you answer all of the questions for your child, staff will collect your emergency card and waiver. **Your child cannot be dropped off without the completed emergency card and COVID-19 waiver.** They will have you sign in with a clean pen and then escort your child to their designated group.

Please pull forward towards the bowling alley and exit onto Clayton Rd .

Pick Up

Pick up is between 4:00 pm-5:30 pm, but parents can pick up earlier. Please let staff know what time you want to pick up at drop off. Please enter on Balhan. **Do not exit your vehicle.** Staff will approach your vehicle with the sign out sheet. Please have your ID ready. Only adults who are listed on the emergency card will be allowed to pick up the child.

Late Pick-Up Policy

\$15.00 for the first 10 minutes and \$1.00 for every minute after.

Health

The City of Concord's top priority is to keep participants and staff as healthy as possible and prevent the spread of sickness. The following policies are in place to protect participants and staff as much as possible.

Preventing Spread & Social Distance Policy

- Participants will be encouraged, as always, to keep their hands to themselves and will be strategically spread during activities.
- Items will not be shared amongst separate cohorts. Any shared items or locations will be disinfected before another cohort may use it.
- Frequently touched surfaces will be disinfected every 2 hours including bathrooms, light switches, tables, and door handles.
- Staff will not prepare food. Participants must bring their own snacks (morning & afternoon) and lunch and are not allowed to share food. Lunch/snack will be eaten away from other groups- inside the building, or at their assigned outdoor space.
- Participants will stay with the same cohort throughout the week (Monday to Friday) with the same supervisory staff. Cohort maximum is 12 participants and 2 staff members. If requested, siblings can be kept together in the same group to limit family exposure.
- Each cohort will be assigned a gender neutral restroom to use each day. No other cohort will be allowed to use this restroom without it being sanitized and cleaned. Participants will use restroom one at a time.
- Staff will coordinate rotations, pick-up, and drop-off to limit the mixing of groups.

Face Coverings

Per the state health order, participants are now required to wear face coverings. During high energy activities, participants are allowed to remove their mask when they are outside. High energy activities include, but are not limited to...

- Running
- Hiking/Nature Walks
- Jumping
- Water Games

Participants will not have to wear masks during snack or lunch time. Weather permitting, lunch will be outside at most locations.

Staff will wear face coverings at all times.

Hand Hygiene Policy

All participants & staff should engage in hand hygiene at the following times:

- Arrival to the facility and after breaks.
- Before and after eating or handling food.
- Before and after administering medication or medical ointment.
- After using the restroom.
- After coming in contact with bodily fluid.
- After handling garbage.
- If hands are visibly dirty.
- After covering a cough or a sneeze.

All staff & participants should wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.

Participants will be supervised when they use hand sanitizer to prevent ingestion.

Participants will be supervised when washing their hands and will be assisted with handwashing if they cannot do it on their own.

After assisting children with handwashing, staff will wash their hands.

Posters will be posted describing handwashing steps near sinks. Developmentally appropriate posters will also be posted for children.

Sanitation Policy

Any materials used during the day will be sanitized before and after use.

Staff will sanitize bathrooms every 2 hours.

All other surfaces will be sanitized frequently (including door handles, light switches, counter spaces, etc.)

Sick Child and/or Staff Policy

- Sick children and staff are required to stay home, and will not be allowed into the program.
- “Sick” is someone exhibiting, but not limited to, the following symptoms...
 - Cough

- Shortness of breath
- Fever
- Sore throat
- Chills
- Vomiting
- Diarrhea
- Should your child develop any of the symptoms above, please notify the program via phone or email the site supervisor.
- Staff will be vigilant in monitoring symptoms in kids and themselves and will notify a supervisor if they or a child is showing symptoms of being sick.
- Participants and Staff who arrive sick or become sick at the center will be sent home as soon as possible.
 - Staff and participants who become sick while at the center will be isolated from the rest of their cohort until they are able to leave the facility.
- Staff and participants must be symptom free for 72 hours before returning to the program.

If a Staff Member or Participant Tests Positive...

If a participant tests positive for COVID-19

- The participants in the cohort will need to quarantine for 14 days.
- Contra Costa Health Services will be contacted to implement contact tracing and to provide direction.
- The classroom with the participant will close for at least two days for deep cleaning.
- Other classrooms will remain open and getting tested will be encouraged.
- Staff will follow up with County Health Services on classroom reopening procedures.

Explore N' More can be cancelled due to an illness in the program, schools reopening, or a change in State, County or Federal guidelines.

Communication & Contact Info

Emails will be sent out to parents every Friday with information on the upcoming week's activities. Please make sure our emails aren't going to spam/junk. Here is some important contact info:

Program Coordinator, Devynn Darner

Email: devynn.darner@cityofconcord.org

Direct Line: (925) 671-3118

Centre Concord Site Leader

Willow Pass Community Center Site Leader

Senior Center Site Leader

Attendance

We assume all children will be attending each day. Please contact your site leader, or the Program Coordinator by calling or emailing the contact information above. Refunds/prorated refunds will not be issued for missed days.

Behavior Policies

- Keep your hands to yourself and spread out as much as possible.
- One person talks at a time when we are in groups.
- Foul language, put downs, and name calling are not acceptable.
- Always tell a leader where you are going.
- Do not touch other people's things.
- If you see something at CAMP that you think is dangerous, do not pick it up! Go get a leader.
- Do not share food.
- Stay on task, and complete your distance learning each day.
- Stay with your group and leaders.
- Listen to your leaders.
- Help clean up, even when the mess is not yours.
- Use inside voices when inside.
- Show good sportsmanship for wins and losses.
- Treat others the way you want to be treated.
- Have fun!

Participants will be encouraged to resolve conflicts and leaders will be mediators in those situations. They will be encouraged to take responsibility for their actions, and to learn from them. We recognize that each child responds differently to disciplinary actions. If you have a policy that works well for your child at home, please let us know and we will do our best to accommodate. Here are the disciplinary steps that staff members will take at CARE unless otherwise discussed with a parent...

1. Three strike verbal warning
 - a. Verbal warning and a reminder to correct the behavior.
 - b. One on one conversation and last chance warning to correct the behavior.
 - c. Take a break and have a "cool off" period from an activity or situation. These "sit and thinks" are about 5 minutes long. Leaders will talk with the child to help resolve their behavior.
2. Information about the child's behavior will be relayed to the parents/guardians. Leaders will request parent's input on what other efforts can be made.
3. Extreme circumstances may call for immediate pick-up and potential dismissal from the program. These circumstances include, but are not limited to...
 - a. Bringing weapons to the program.
 - b. Making physical threats to leaders or peers.
 - c. Physical and/or verbal abuse of leaders, peers, or oneself.
 - d. Running away from leaders and/or out of program boundaries.

What to Bring

For a successful day, participants must come prepared with all needed supplies. Please make sure the following supplies are brought each day, all supplies are labeled, and that items go home with them each day.

- School work (worksheets, books, etc.) devices to complete school work (laptops, tablets, or other devices) and school supplies needed to complete the work (pens, pencils, markers, etc.)
- Comfortable headphones for any virtual class.
- Lunch and snacks to get your child throughout the day (food will not be provided).
- Water bottle.
- Any medication, epi pens, or other medical items your child may need.
- Any layered clothing they may need depending on weather.
- Wear closed toed shoes and wear active clothing to run around in.
- Change of clothes in case of accidents.
- Face covering.
- Please do not bring toys, however, reading books, coloring or activity books are permitted.

Activities

Once the school day and work is complete, the program will switch to a more recreational based program for the remainder of the day. This will include various educational and recreational enrichment like art & crafts, sports, group games, science experiments, reading times, movies, and more awesome activities.