

# **CLUB AWESOME**

**Full Day & Half Day**

**Distance Learning Support  
& After School Program**

**Information, Policies, & Procedures**

**Provided by City of Lafayette Parks, Trails & Recreation Department**

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# General Program Information

Club Awesome is managed and operated by the City of Lafayette. Our trained staff have a wealth of experience working with children and strive to provide the best care and safety possible. Club Awesome was modeled after After School Awesome and will follow the Lafayette School District's calendar and will be closed on most non-school days. Club Awesome will stay active during the distance learning and hybrid learning models. *Participants in Club Awesome get priority registration for program extensions and changes in programming.*

The program will provide:

Distance Learning Support - With the movement to distance learning, Club Awesome is here to support families through this. Children will need to bring their school work to the program. Staff will provide technological help, keep children on task, and monitor completion of work. Club Awesome staff will work with parents and teachers on work requirements each day.

Full Day, Half Day, & After School Programming - We offer three options for families. 8:15am-5:15pm for Full Day, 8:15am-2:45pm for Half Day, and 2:45pm-5:15pm for After School. Children can come on the days they need and parents can drop off or pick up when they'd like, but the price does not change for each option.

Recreational Activities - Throughout the day between school work and once school work is complete, kids will get to enjoy play, arts & crafts, science, sports, groups games, and take advantage of many of our great spaces at the Lafayette Community Center. Each day kids will get school work done, be safe and HAVE FUN!

The program is located at the Lafayette Community Center (500 St. Mary's Road). Children will be assigned a home room that will feature their stable group for the whole program. Groups will not mix and will be divided by grades. Please see below for the policies and procedures that have been developed to follow social distancing, sanitation, and hygiene practices specified by Contra Costa Health Services, California Department of Public Health, and the Federal Centers for Disease Control and Prevention (CDC). The policies will be modified and updated as guidelines continue to evolve.

# Enrollment

- Step 1: Visit [www.lafayetterec.org](http://www.lafayetterec.org)
- Step 2: Click Register Now
- Step 3: Search for Club Awesome
- Step 4: Add to your cart
- Step 5: Fill out and read the required information
- Step 6: Pay in full or select payment plan
- Step 7: Complete transaction and your enrollment is complete!

You will receive an informational email leading up to the first week of the program.

Participants in Club Awesome get priority registration for program extensions and changes in programming.

## Bathroom Requirements & Accessibility

Children 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. An assigned aid provided by the family can make it a better experience. The program gladly welcomes all children to apply.

## Cost/Payments/Refunds

Club Awesome's cost is based around an average of \$9/hr and features a weekly cost that does not fluctuate based on how many days you come or hours used.

Payment can be made in full, or on payment plan with weekly charges, except for the After School option. You must have a card saved on file and on the payment plan to use this option. In the payment plan option, a portion of the full cost of the program is required to be paid at enrollment.

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

If a participant would like to unenroll, the supervisor of the program must be notified 10 days before the next session. If under 10 days, the participant will be required to complete payment for the next session.

# Drop-Off & Screening Procedure

Parents/guardians & children must wear a face covering when picking up and dropping off.

## Drop-off

Cars will enter the horseshoe driveway by the Jennifer Russell Building at the Lafayette Community Center. Cars should continue down the side road parallel to St. Mary's Road to proceed to a parking area that is as close to the assigned room as available.

Once parked, parent/guardian and child(ren) should walk directly to the classroom and practice physical distancing when walking around the Community Center.

Parents/guardians and child(ren) should line up on the designated lines by the classroom for check-in. Staff will conduct the screening procedure outlined below before admitting the child into the room.

If the group is not in the room at drop-off, please call 925-284-2232 to contact a supervisor to connect you with the group.

## Screening Procedure

- Participant's temperature should be taken by parent prior to coming to the Community Center
- Sick (definition below) participants should not be brought to the program and will not be admitted.
- It is best if only one parent/guardian and the attending child(ren) go to the room for check-in.
- Screening staff will ask the parent or guardian screening questions prior to the participant being admitted to the classroom. Screening staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. The parent/guardian will be asked:
  - If the participant has shown any symptoms of COVID-19 in the past 14 days
  - If their participant has been in contact with someone who has COVID-19 or has shown symptoms of COVID-19
  - If the participant passes the question screening, staff will conduct the temperature screening. Temperature screening will be conducted with the following steps.
    - Participants forehead will be scanned using a no-contact thermometer
    - Participants who have a fever of 100.40 (38.00C) or above will be scanned twice more to confirm results
    - Participants who have a fever will not be admitted to the facility
- Once the temperature screening is passed, the leader will admit the participant to enter the classroom
- Participants who answer yes to any of the above questions will not be admitted to the program

# Pick-Up & Cleaning/Disinfecting

## Pick-up

Parents can pick-up at any time. Similar to Drop-Off, cars will continue down the side road parallel to St. Mary's Road to their designated parking area or as close to the classroom as available.

Once parked, parent/guardian should walk directly to the classroom and practice physical distancing when walking around the Community Center.

Parent/guardian should line up on the designated lines by the classroom for check-out.

A leader will verify the pick up person and will then release the child to the parent/guardian. Please keep your authorized pick-up list updated.

If picking up early, please follow the steps above. Please call 925-284-2232 to contact a supervisor if the group is not in their room at the time of pick-up.

Please be on time to pick-up your child. If you will not be able to make pick-up time, make sure to notify us as soon as possible. Upon pick-up, parent/guardians will need to show I.D. and sign the child out. Please update your authorized pick-ups on your recreation account and please make sure that whoever is picking up is listed in our system. Here are the directions to checking/adding your authorized pick-ups: *Log-in to your activity registration account and click "My Account". Under the Account Settings, select "Change Information about Family/Friends". You can now change authorized pick-ups, as well as add a new family member who may be picking up or dropping off. You can also call the Community Center at 925-284-2232 and we can update them for you.*

## Late Pick-Up Policy

If late to pick-up: \$25 per child, plus \$1 per minute after 15 minutes

# Cleaning/Disinfecting Procedure

In addition to daily deep cleanings, frequent sanitizing of high touch surfaces will occur throughout the day, including but not limited to toys, tables, chairs, bathrooms, and outdoor surfaces.

Facilities will be cleaned between groups and items will be sanitized before being made available for use. EPA approved disinfectants and cleaning products will be used by maintenance staff.

# Emergency/Medical Info & Waivers

At Club Awesome, safety is our priority! We want to make sure that we have and know all the information we need regarding your child's emergency and medical info. All Awesome kids need to have a completed waiver on file. Please make sure to list all emergency contacts, allergies, and all medical information. Please fill out the waiver by following this link:

<https://www.cognitoforms.com/ParksAndRecreation1/WAIVERANDRELEASEClubAwesome2020> or find the waiver link at: [www.lafayetterec.org](http://www.lafayetterec.org)

Please make sure that all phone numbers such as cell, home, and work phone are correct on your recreation account. It is also important to have emergency contacts and their information correct on the account. To make sure all information is correct, please check your account by following these instructions:

*Log-in to your activity registration account and click "My Account". Under the Account Settings, select "Change Account Address or Personal Information". You can now update all phone numbers, addresses, and emergency contacts. You can also call the Community Center at 925-284-2232 and we can update information for you.*

This program is not designed for those that are in the high risk category. Participants in this category should consult with their doctor about enrolling in this program. People of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Children with allergies, medical conditions, disabilities, or other pertinent health related information should notify the center at enrollment. This information should also be disclosed on the waiver and release.

## Snacks and Lunch

Children MUST bring a packed lunch and snacks to get them through the day. In addition to a designated lunch time, there will be two designated times throughout the day for children to eat their snacks. Food will not be provided and children are not allowed to share their food with others.

# Club Awesome Health Policy & Agreement

We'd like to keep all our kids and staff as healthy as possible and prevent the spread of sickness. Parents should be screening their children prior to arriving to the Community Center. Families are the first line of defense in our community's health. Please do not bring your child if they are exhibiting the symptoms below.

Sick children and staff are required to stay home and will not be allowed in the program. "Sick" is someone exhibiting, but not limited to, the following symptoms: frequent cough, shortness of breath, fever (temp 100.4°F or higher without fever reducing medication), sore throat, chills, vomiting, and/or diarrhea. Should your child develop any of the symptoms listed, please notify the Lafayette Community Center via phone at 925-284-2232 or email at [recreation@lovelafayette.org](mailto:recreation@lovelafayette.org). 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.

If a child develops symptoms of COVID-19 at the program:

- Staff will assess and depending on the severity of symptoms, parents will be asked to pick-up their child as soon as possible and monitor their child for the next 24 hours and/or contact their health provider.
  - If child is sent home, parent or guardian should check-in with staff before bringing child back to the program
- Severe symptoms or an advancement of minor symptoms (i.e. an occasional cough becomes a frequent cough; develops a fever; or a combination symptoms) require consultation with their health provider and testing is recommended.
  - If they receive a negative test:
    - May return to school 3 days after symptoms resolve
  - If they receive a positive test
    - May return 10 days after positive test and with no symptoms present
  - If child does not get tested
    - May return 10 day after symptoms appeared and with no symptoms
  - A record that a doctor was consulted may be required to be readmitted into any programs

If a group has a participant who tests positive for COVID 19:

- The other members of the group will be informed, as well as families in other groups on site.
- Contra Costa County Health Services will be contacted to implement contact tracing and to provide direction.
- Contra Costa County Health Services will advise with which contacts need to quarantine and what facilities need to close temporarily. Contacts may be asked to quarantine for up to 14 days.
  - A contact is a person who came within 6 feet of the participants for more than 15 minutes
- Other cohorts will remain open unless there is reason to believe they came in contact with the person
- Staff will work with County Health Services on facility reopening procedures.

Club Awesome can be cancelled due to an illness in the program and refunds will be addressed on a case by case basis. By signing below, you agree to follow the policy listed in this document.

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Communication & Contact Info

Club Awesome uses email contact regularly for updates on weekly schedules, activities, hours, payments, and other various pertinent information. Please make sure our emails aren't going to spam/junk. Here is some important contact info:

Recreation Department Email: [recreation@lovelafayette.org](mailto:recreation@lovelafayette.org)

Community Center Office line: 925-284-2232

Program Supervisor, Steven Heinsma's Email: [sheinsma@lovelafayette.org](mailto:sheinsma@lovelafayette.org)

Program Supervisor, Steven Heinsma's direct line: 925-284-2234

Address: 500 St. Mary's Road, Lafayette, CA 94549

## Attendance

At Club Awesome, we assume all children will be attending each day. If your child is sick, going on vacation, or absent for any reason, please notify us ASAP by calling or emailing the contact info above. We do not refund for days missed.

## Electronics

Participants will get to use their own electronic devices to assist them with their distance learning. Additionally, various awesome and interactive electronic devices will be provided by Club Awesome. Some of these include:

- a. Nintendo Switch for interactive games
- b. Movie screens for occasional movie days. All movies shown will be G/PG.
- c. iPad for interactive games and homework

# Behavior Guidelines & Policy

Club Awesome is all about reinforcing good behavior and we love to acknowledge when our Awesome kids are being awesome! Below is the following Behavior Guidelines & Policy. Please read this over with your child:

## Guidelines:

- Keep your hands to yourself and spread out as much as possible
- Good handwashing and use hand sanitizer often
- Stay on task and complete your distance learning each day
- Stay with your group and leaders
- Listen to the leaders
- Help clean up whether you made the mess or not
- Use inside voices when inside
- Show good sportsmanship through wins AND losses
- Treat others the way you want to be treated
- HAVE FUN! 😊

## Policy

1. Children will be encouraged to resolve conflicts and leaders will be mediators in those situations.
2. Children will be encouraged to take responsibility for their actions and to learn from them.
3. Staff will use various discipline techniques including:
  - a. Three warning system
    - i. Verbal warning and reminder of the correct behavior
    - ii. One on one conversation and last chance warning to correct behavior or they will need to take a break
    - iii. Take a break and have a cooling-off period from an activity or situation. These “sit and thinks” are never longer in minutes than their age. Leaders will talk with the child to help resolve the behavior
  - b. Information about the child’s behavior will be relayed to parents/guardians. Leaders will request parent’s input on what other efforts can be made.
  - c. Extreme circumstances may call for immediate pick-up and potential dismissal from the program. These circumstances include, but are not limited to:
    - i. Bringing weapons to the program
    - ii. Making threats to leaders or peers
    - iii. Physical and/or verbal abuse of leaders, peers, or oneself
    - iv. Running away from leaders and/or out of program boundaries

# Prevent Spread & Social Distance Policy

- Participants will wash hands often with soap & water and hand sanitizer. Children will be supervised when using hand sanitizer and when washing their hands.
- Kids will be encouraged, as always, to keep their hands to themselves and kids will be strategically spread, when possible, during activities for appropriate social distancing.
- Items will not be shared amongst separate groups. Items will be disinfected before another group can use it.
- Kids will have their own table space and chair that gives them their own area to work. Children are spaced apart from other children in their table space. Each table space has a privacy shield that each student uses to help them focus and helps as a barrier. Rooms will feature enough space for members of the group to maintain distance while moving around.
- Face coverings: According to the recently issued [Contra Costa County Health Services Face Covering Order](#) in reference to the [California Department of Public Health Face Covering Guidance](#), we must require all non-exempt\* staff, parents/guardians, and children to wear a face covering while at facilities and in programs. Participants are allowed to remove their face coverings in the following instances:
  - When on Zoom at their desk that is spaced at least 6ft apart from another student
  - While eating or drinking
  - For medical exemptions
  - When wearing the face covering would create a risk to them

We do ask that families work with their children so that:

- the child be able to put on and take off the face covering on their own
- the child know proper care of their face covering throughout the day
- the child knows when it is okay to remove their face covering

Staff will not be able to assist with putting on and taking off face coverings, but will work with children on proper face covering use.

*\*Please review the face covering guidelines for exemptions*

- Children should cover coughs and sneezes and wash hands right after doing so.
- Frequently touched surfaces will be cleaned regularly.
- Groups of a max of 12 children will be split into separate classrooms and groups will not mix.
- The same staff members will stay with the same group of children to the best of our ability.
- Classrooms will be divided by general age groups.
- Each group will be assigned an “Active Space” to use each day. Active Spaces will be sanitized and cleaned each day. No other groups will be allowed to use the same “Active Space” on the same day without it being cleaned and disinfected.
- Restrooms will be sanitized throughout the day. Participants will be asked to practice good hygiene while using the restroom, such as washing their hands and not touching their face or others. Children will use hand sanitizer on the way in to the restroom and on the way out of the restroom.
- Classrooms, Restrooms, and Active Spaces will not be open to the general public.
- Staff will coordinate rotations, pick-up, and drop-off to limit the mixing of groups. Supervisors will monitor groups and leaders to reduce the mixing of groups and to increase supervision.

# What to Bring

For a successful day, kids must come prepared with all needed supplies. **For Distance Learning participants, please make sure the following supplies are brought each day, that everything is 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.
- Comfortable headphones for any virtual classes
- Lunch and snacks to get your child through 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 close toed shoes and wear active clothing to run around in
- Change of clothes in case of accidents
- Face coverings

## Distance Learning Support

With the distance learning model being implemented by schools, our program will place a strong emphasis on making sure children fulfill their school work requirements. Staff will assist them in completing their work. To help us fulfill your families distance learning support needs, please relay each child's school work requirements to staff at drop-off. Staff will keep a chart with each child's requirements and keep them on track.

Children will have dedicated spaces for them to be able to complete their work. Please make sure they have everything they need to do their school work. Staff will be able to help them set-up virtual classes, work in modules, complete worksheets, do their reading, and more. Club Awesome staff will assist with school work and keep children on task, however we will not be monitoring their academic progress. We encourage parents to review school work and curriculum standards regularly.

## Activities

Once the school day and school work is complete, Club Awesome will shift to a more recreational based program for the remainder of the day. This will include various educational and recreational enrichment like arts & crafts projects, sports, group games, science experiments, reading time, and more awesome activities.