



THE CITY OF EMERYVILLE PRESENTS

The “REC” 2020 D.A.Y. Program

(Distancing @ Anna Yates)

FAMILY HANDBOOK

Emeryville Center of Community Life

4727 San Pablo Ave

Emeryville, CA 94608

Phone: (510) 596-4395 / Fax: (510) 596-4339



WELCOME

Dear Parents & Guardians,

Thank you for trusting us with your child! We are very excited to have you in our first ever, full day Fall program. This handbook will describe all our program changes and safety expectations for participants and their families. It will also help your student in making the most of their program experience. Let's get started!

PROGRAM OVERVIEW

Program Dates: We follow the Emery Unified School District Calendar. Program begins on the first day of school on August 20th and ends on June 8th. We will be closed June 9th-11th and whenever school is not in session throughout the year. It is yet to be determined if this full day program will extend into January or if we will resume a normal or hybrid after school model. If the school enters a hybrid model, we will likely offer a daytime program for when children are not attending in-person learning and an after-school program for when they are. We will most likely not be able to make this determination until late November, however we will keep all families informed as things become clearer.

Program Safety Protocols and Guidelines: We utilize school-based program and safety guidelines from the Alameda County Public Health Department, California Department of Public Health, and the CDC. Participants will be given a health screening including temperature check before being admitted in the morning and be monitored throughout the day. They will be supervised and set up within spaces/activities to stay 6ft. apart and program materials will not be shared. There will be a bathroom designated for each group and participants will be sent one at a time. Participants will not interchange between groups and masks will be worn by all while they are inside at all times. Masks are to be worn by all while outside and physical distancing (6ft) is not possible. Siblings and children living in the same household will be grouped together regardless of age to reduce the chance of exposure to families. Materials and frequently touched surfaces will be disinfected twice a day and a deep cleaning will take place by custodial staff each night. There is also a designated isolation room and protocol in place for students and staff who become ill during program. Staff are trained in all aspects of these guidelines and are also screened every day at the start of their shift. If you would like more information on our safety guidelines, please call our office at 510-596-4395.

More About Masks: All participants will be required to arrive to program wearing a mask and be required to wear a mask throughout program. Masks should be the appropriate size so that it spans below the chin and fixes firmly on the child's nose. The material and straps should be comfortable so that it is easily worn by the participant all day. We encourage families to invest in multiple reusable masks and have a spare on hand. It is the family's responsibility to ensure their child arrives to program with their mask and understands the importance of wearing it when required. Staff will remind students and families of this expectation but if it is clear that it is not being taken seriously or if your child is unable to meet this

expectation then your child may be exited from the program to ensure the safety of all participants and staff. We allow “mask breaks” to children who request it. This break is taken outside the classroom and the child can return after a few minutes outside. Masks do not have to be worn while eating or outside when physical distancing expectations are being followed. We encourage families to allow their child to pick out their own mask that fits their personality. This encourages them to wear them and be excited to show their mask to friends.

Payment Structure: Program is broken into five, 3-week sessions and one 2-week session instead of calendar months. This design complies with the Alameda County Public Health Department regulation that program groups remain stable for no less than three weeks and to maintain maximum safety for the health of participants and families. Full payment prior to each session is required to receive services. The payment calendar is located on your receipt and it includes the refund deadline, late fee period and drop dates. Please put these dates in your chosen calendar platform as they vary by session. You will receive an email, phone call and letter detailing the amount owed. This is a courtesy effort and payment are still due if you do not receive these notices for some reason. Families that drop off participants to program without payment will lose services indefinitely. Please see the refund section of this handbook for more information on how to receive a refund and refund limits. There is no proration or refund for days unattended due to sickness or behavior incidences. The City accepts 3rd party vendor contracts and we have a sliding scale option for Emeryville residents and/or Anna Yates families. Vendor contracts require the completion of timesheets which are required for payment. You can contact our office for more information on how you can set up automatic payments using a debit or credit card, 510-596-4395. Please be sure to write your phone number and the child's name on all checks and money orders so you are given proper credit for your payment. Note that group leaders are not involved in collecting fees. Please do not give them your payments or expect them to relay important information to the City on your behalf. Likewise, all changes in your account and the balance due must be approved by a program supervisor in writing.

Grouping: There will be an unspecified number of groups made up of no more than 12 participants. Groups will be comprised of participants in the following order: those who live in the same household and those who are in the same class, and those close in age. Each group will have a designated indoor space that no other group will use. These spaces have been reconfigured to allow for 6' social distancing.

Daily Schedule: Participants will start the day with breakfast, recess, and opening circle. Shortly after that they will be given the opportunity to engage in their school's distance learning program and be provided an academic free time where students can complete independent assignments and homework. Lunch will be served mid-day and after that participants will participate in enrichment activities that involve creativity, and physical activities. Recess will be placed throughout the day and snack will occur around 3pm, daily. A daily schedule will become available closer to the first day of program.

Monthly/Daily Themes and Special Events: Each month will have a theme that is weaved throughout our daily activities. For example, Women's History Month, Around the World Month, Music and Movies Month, etc. Every month we have fun Friday and go on virtual field trips. Each day we have the following themes: Math Monday, Literacy Tuesday, Wellness Wednesday, STEM Thursday's and Art Friday's. Students are encouraged to give their idea's for activities and subjects to study.

Homework and Academic Time: It is the responsibility of the child and their family to ensure that they are prepared to attend their virtual learning programs. It is also their responsibility to ensure that all assignments are completed and that they are correct and turned in. The City is not responsible for providing tech equipment to participants or if tech equipment is lost, damaged, or stolen. Group leaders are not expected to check if your child is doing the correct homework assignment or if it is done accurately

due to capacity and resource constraints. Group Leaders will create a supportive learning environment, help your child when they ask and guide them in the right direction if they see they are not understanding a concept correctly. They will also report to you or a supervisor if your child is struggling during homework time and suggest possible solutions. The amount of academic time allotted is yet to be determined.

- To take full advantage of academic time, your student is required to come to the program with their technology devices, any other necessary materials, and a book to read. They may also bring an academic activity from home.
- If your student finishes their homework early, they will be given an academic activity to do or they will be asked to read for the remainder of the time. They may do their academic activity from home if they have one.
- Student engagement during homework time will be tracked by program staff daily and will be available for review by parents/caregivers and teachers upon request.

Enrichment Time: Enrichment classes provide students with engaging and valuable experiences through curriculum that guides students in building new skills and creating positive memories. We want them to learn more about themselves and the world around them with the intention of helping them become better communicators and leaders. When given the opportunity, we hope that students will pick activities that they can identify with but also genuinely try activities that challenge them or are new. We also hope that families come to watch their students perform or to see a showcase of their work when offered the opportunity to do so, even if it's virtually. Enrichment activities may include but aren't limited to visual and performing arts, social emotional development, creative writing, sports and fitness, arts, and crafts, S.T.E.M., theatre and film, mentoring programs and more.

ATTENDANCE REQUIREMENTS

Participant Attendance Requirements: Due to grant changes to accommodate the needs of families impacted by Covid-19, the state legislature has changed the ASES grant requirements for attendance. For now, there is no minimum daily attendance requirement and students do not have to stay in program until 5:45pm. Families are required to notify the "Rec" if their child will be absent and the reason why by 9am on the day they miss program. You can do this by calling 510-596-4395 and leaving a voicemail or emailing Christen Gray at cgray@emeryville.org. Students are not allowed to come to program if they are suspended from Anna Yates school. Absence from the program does not excuse them from their distance learning efforts. It is your responsibility to work with the school if your child does not participate in distance learning.

To control and minimize the amount of people on campus and to ensure all safety screenings occur, there is no pickup or drop off between 8:10am and 3:30pm. We will have staff on 53rd Street for pickup/drop off from 7:30-8:10am and 3:30-5:30pm only. Families must commit to arriving no later than 8:10am each day and picking up no earlier than 3:30pm.

Parallel Programing: Children are not allowed to participate in other in-programing other than ours per the current county health order. For more information on this restriction please speak to a supervisor.

PROGRAM FAQ'S

How to sign in: Drop off and sign in will take place on 53rd street loading zone in between the hours of 7:30am and 8:10am only. There will not be any students accepted on campus after 8:10am. Only staff and students will be admitted on campus. All students **MUST** be screened before coming on campus. Cars will line up in the loading zone on 53rd street and a staff person will conduct a health screening for each student, one at a time. Please allow yourself enough time to complete this process. All those 3 and older dropping off students must wear a mask during drop off and/or remain in the car. Those out of the car must always remain 6ft away from others. Once approved a parent/guardian will sign a waiver and the students will be allowed inside campus. Each student must be dropped off by a parent/guardian or an approved pick up person. You have identified these people on your registration form. Forgot to add someone? Give us a call at 510-596-4395 and we will add them for you!

How to pick up: Pick up will take place between 3:30pm-5:30pm on 53rd street only. There will not be any students released before 3:30pm. Please note that program now ends promptly at 5:30pm-NOT 6PM. This will allow our staff extra time to sanitize equipment and spaces before going home for the day. Pick up persons may park, and a staff will approach your passenger side door and call down for you students (s) via 2-way radio. Please wear a mask during pick up time, always stay in your car and/or stay 6ft away from others. Again, only staff and students are permitted on campus. If you need additional assistance, please call the front desk at 510-596-4395. Our sign in sheet requires an adult signature and the correct time out.

- Please make sure that all possible **pick up persons** (other siblings, friends of the family, nearby relatives, etc.) are on the approved pick up list and are prepared to show ID. We will not release a student to someone not on the approved pick up list or to someone who cannot provide a government issued ID to identify their identity.
- Students are not allowed to be signed out by someone younger than 18 however they can sign themselves out if they are in middle school if it is designated on the child's application.
- If a student leaves program early for whatever reason, they are not permitted back into program.
- Please call us ahead of time if you know you will be late picking up your child, 510-596-4395. We **enforce a late pick up policy**. There is a 5-minute grace period then a \$1 a minute for the first 10 minutes and \$2 a minute for every minute thereafter. Upon the 4th late pick up, your child will be exited from program.
- Students not picked up 30 minutes after the end of the day and no contact is made with a parent/guardian/approved pick up person, will be released to Emeryville PD or Children and Family Services custody.

What are these? Ouch Reports and Thought You Should Knows:

- **Ouch Reports** are reports we give to parents if a minor injury occurs and first aid was given
- **Thought you should Knows** are given to parents if there is anything, we think you should be aware of whether it be of a good or concerning nature. Multiple sad face thought you should know due to negative behavior may lead to increased intervention strategies like suspensions, behavior plans, or program dismissal. There are no refunds for campers who are dismissed, sent home, or suspended due to behavior. Please see the "Behavior Intervention Process" section of this handbook for more information.
- **Notes:** You will get ouch reports and Thought You Should Know forms within 24 hours. Also, some "Ouch Reports" or "Thought You Should Knows" may come with a courtesy call or a request for immediate pick up. Immediate pick up must happen within 1 hour of the call. Repeated non-pickups may result in termination of services.

Staff Names are traditional camp names like, “Hoopz,” “Poohda” or, “Starfish”. We do this to encourage students to be playful and have fun at the Rec.

Lost and found is in the ECCL lobby. Any loose items left at the end of the day will be put there. We will give all items away 1 week from the end of program. Please call the front desk at 510-596-4395 if you are missing an item.

Lobby hours during program: By appointment (Office hours Mon-Fri 9am-5pm). We strongly encourage you to complete all forms electronically and conduct any payments over the phone or online whenever possible. If you still need assistance in-person, please call ahead of time (510-596-4395).

Refunds and Transfers: Cancellations or transfers are only granted two weeks prior to the start of each session minus a \$10 admin fee. All refund requests must be accompanied by a Termination of Services Form. Please contact Christen Gray at cgray@emeryville.org for the form if you need one. There are no refunds or transfers after two weeks prior to the start of each session unless there is someone on the waitlist that can take your child’s spot in program. All refunds or transfers will incur a \$10 admin fee. There are no refunds, transfers, or prorated pricing for the following instances: absences, days missed due to late arrivals, services terminated by the City due to behavior suspension or expulsion. Note: credit card refund transactions will depend on your bank and may take up to 7-10 business days. Cash and Check payments will be refunded via live check within 2-4 weeks.

A Program application and all liability waivers need to be filled out in full along with a signed concussion form and signed family handbook for each participant or they may not participate in program. Applications without payment will be shredded after the deadline and your spot will be released to the next person on the waitlist.

GENERAL PROGRAM RULES

Food/water:

- Outside food is permitted if they are healthy (no fast food/soda or sugary drinks) we ask that it is also nut-free.
- Each student **MUST** bring their own labeled reusable water bottle. Drinking fountains will not be used.
- Food delivery is not permitted, even by parents/guardians to limit the number of people on campus.
- Students are never to share food so that we can avoid any allergic reactions and minimize the risk of exposure.
- There are vegetarian options for meals but not vegan options.
- Gum and candy are not allowed at camp.
- Please list any dietary needs, allergies, food (or otherwise), on your child’s application form as there are food crafts done in program.
- Please ask a supervisor before you bring any celebratory sweets for campers. All items must be pre-packaged.

BEHAVIOR STANDARDS FOR PARTICIPANTS

Our goal is to provide a safe, positive environment where your student can grow and develop. We have created rules that contribute to this safe and harmonious atmosphere. It is important that all participants and parents/guardians review, understand and support these rules prior to the first day of camp.

Program Rules for Participants:

- Always wear your mask inside and during transitions between outside and inside.
- Wear your mask outside when 6ft of social distancing is not doable.
- Always maintain 6ft distance between yourself and others.
- Do not share materials with others and encourage those who need something to ask a group leader for it.
- Cooperate with staff and follow instructions. If you have a question or suggestions, respectfully ask, or give it.
- Respect other children, staff, equipment, and facilities
- Be open to new ideas, experiences and Have fun!
- Always stay with assigned group and staff. Ask for permission to use the restroom so staff know where you are. Only go to where you have permission to go and return in a timely manner.
- Foul language, physical aggression, teasing and bullying will not be tolerated.
- No toys can be brought from home, including Beyblades and slime. If we see them, we will only return them to a parent/guardian. The city is not responsible for lost, stolen or damaged toys.
- Electronics/Cell phones are only to be used for their intended purposes during designated times. Cell phones cannot be used during free time, even for teens. Please make sure that you're calling the front office if you'd like us to relay a message to your child and avoid calling them on their phone at 510-596-4395. The City is not responsible for lost, stolen or damaged devices or cell phones.
- Keep up with your belongings, do not forget to take your coats, lunch boxes and activities home. The city is not responsible for lost, stolen or damaged personal items.
- If there is a conflict, try to use calm language or ask an adult to help solve it with you. A physical altercation based on an argument or miscommunication is not justified. Self-defense is defined by the City as using physical force to escape a physical assault already in progress. Retaliation is not self-defense.

If your child needs **one on one or small group support** due to a behavior, cognitive, or physical disability please let us know using by indicating such needs on your application.

All campers should be able to understand the importance of and adhere to the mask rule, physical distancing, and safety precautions prior to enrollment as well as all other program rules.

BEHAVIOR INTERVENTION PROCESS

Staff will make their behavior expectations in each situation clear for all students. We try to ensure that students are engaged in exciting activities and that transitions are smooth, so behavior disruptions are minimal. If students do not meet our expectations or follow a given policy, the following protocol will take place.

First Chance: If a student is disrupting the learning environment or they are not following a program policy, they will be asked if they are OK and if they know the expectation/policy they are violating. Pending the answer, the staff will give a verbal reminder and explanation about the importance of the expectation or program policy.

Second Chance: Now that we know the student is clear of the expectation or policy, we try to find out what the barrier is for the student that is keeping them from meeting it. A more intentional request for

the student to reflect on their behavior and voice their needs occurs along with a reminder of the consequences if they do not.

Last Chance: Student and Program staff will have a formal one on one conversation to problem solve the issue. This may include a reflection form. A solution will be determined by both the instructor and staff. Here, the student may request to go home without penalty.

Behavior Notice: If the student's behavior does not improve, the student will be given a "Thought You Should Know" form and may be called for pick up. This is a notice so that families can begin to have conversations with their participant about positive behavior choices and challenges they face and possible solutions. Upon the 4th thought you should know the student will receive a behavior notice. After the first behavior notice parents/guardians will no longer receive thought you should know forms. A progressive corrective process will then follow:

- **1st Notice:** Immediate parent/guardian contact and student pick-up. School admin, school day teacher, and support staff notified. Upon pick up parent/guardians will be reminded of this behavior process. If the student is not picked up within 1 hour, they cannot attend program the following day.
- **2nd Notice:** Immediate parent/guardian contact and student pick-up. If student is not picked up within 1 hour, they cannot attend program the following day. A formal meeting to develop a student behavior contract must occur before the student returns to program. Contract will include strategies that will support positive behavior (moving classes, older buddy, helping younger students, reducing the number of days a student attends program, picking up student after supper, etc.) School admin, school day teacher and support staff notified.
- **3rd Notice:** Immediate parent/guardian contact and student pick-up. "Time to think" away from program for 1 week. If student is not picked up within 1 hour they will be removed from program for an additional day. A formal meeting with the student and family to revise student contract and strategies must occur and a final warning letter is issued. School admin, school day teacher, and support staff are requested to attend final meeting.
- **4th Notice:** Immediate Parent/Guardian Contact and Student Pick-Up. Student will be removed from program to await final exit letter from the City. Once given, the student cannot return for the remainder of the year.

Depending on the inappropriate behavior that the student is engaging in, any or all these steps may be skipped if the City believes that immediate dismissal from program is the best course of action. Likewise, students may not attend program for a certain amount of days due to misbehavior. Please see below for possible actions that may result in immediate dismissal or suspension. There are no refunds or prorations due to misbehavior. We thoroughly investigate each issue and give equitable consequences.

IMMEDIATE REFERRAL, SUSPENSION, OR DISMISSAL

Students may receive an immediate behavior notice, suspension, or dismissal from the program for the following actions. Decisions will include discussion around intent and the amount of physical or emotional harm done by the student.

- Inappropriate Language (including profanity, insults towards family members, racial and ethnic slurs, offensive language relating to gender identity, physical appearance, or sexual orientation.)
- Bullying/Harassment
- Physical Fighting/Hitting a Teacher
- Theft
- Not meeting attendance requirements
- Consistent disregarding health and safety rules
- Disregarding health and safety rules with ill intent
- Vandalism/Property Damage
- Bringing a Weapon to School/Program
- Leaving program or adult supervision without permission/not reporting to program within a timely manner
- Going to the bathroom without permission and/or without adult supervision
- Not using materials, equipment safely
- Using “Self-Defense” as a reason to harm others.** The City defines self-defense as stopping someone from causing bodily harm to you as it is happening and stopping when you are physically safe. Retaliation and revenge are not self-defense. Make the choice to find help, walk away or use your voice to resolve the conflict. Words do not warrant physical harm towards others.

Children’s Rights: Each child receiving services from the Emeryville Community Services Department shall have rights which include, but are not limited to, the following under the law.

The right:

1. To be accorded dignity in their personal relationship with staff and other persons.
2. To be accorded safe, healthful, and comfortable accommodations, furnishings, and equipment to meet their needs.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with the daily living functions, including eating, sleeping, or toileting, or withholding of shelter, clothing, medication, or aids to physical functioning.
4. To be free to attend religious services or activities of their choice and to have visits from the spiritual advisor of their choice.
5. Not to be locked up in any room.
6. Not to be placed in restraining devices without advance approval by the licensing agency and the parent.

Section 80072, and 101223, Title 22 California Administrative Code

ADULT CODE OF CONDUCT

ECCL is a closed campus until further notice to limit the spread of COVID-19. No adults other than designated staff will be allowed on campus and all doors will be locked. If you need to, please enter the A1 gate on San Pablo and enter the ECCL lobby. The Lobby will be locked during business hours. Please call ahead of time and make an appointment if you need to enter the lobby. We strongly encourage you to complete all registration forms electronically, pay fees over the phone/online, and call/email us whenever possible. The below are general guidelines for adult conduct. We expect that all parents/guardians and pick up persons (adults) to conduct themselves as role models for the youth we have in program even when there is no youth around.

- Parents/guardians or pick up persons are not permitted on campus to visit their participants during program.
- Permitted adults on campus must follow all safety procedures and policies. If you have an appointment with us or are visiting the school offices, please wear a mask, maintain 6ft apart from others and use the hand sanitizer provided when hand washing is not available.
- Requests for exceptions or program improvements must be directed to a supervisor and not group leaders. They do not have the authority to make exceptions or make programmatic changes.
- Please be patient and courteous to staff while picking up your child. Be prepared to wait while your child is being called and while they gather their belongings to come down to you.
- Use appropriate, professional, and respectful language and tone of voice at ALL TIMES. Whether having a casual conversation, asking a question, voicing a concern, or airing a complaint, inappropriate language should NEVER be used. Such language includes profanity, insults, racial and ethnic slurs, offensive language relating to gender identity, physical appearance, or sexual orientation.
- Adults may not approach a student or group leader to resolve a conflict. If you would like to request a mediation or discuss a concern, please contact, or ask to see a program supervisor. We ask for patience when wanting to speak to a supervisor as they maybe unavailble for a short period of time.
- The authorities will be called if parents arrive to campus under the influence of drugs or alcohol (including marijuana when driving a vehicle).
- The family of any student who misuses materials, damages, or vandalizes City property will be responsible for replacing the item(s) and a fee will be attached to the child's account.
- Inappropriate behavior from parents or guardians toward program staff, district employees or youth is grounds for a parent's restriction from campus and its surrounding areas.
- Adults who are wearing inappropriate clothing will be asked to cover up or to wait outside for their participant. Depending the child's age, a City staff will walk them out to you.
- Personal relationships with City staff will not be allowed to compromise the quality or integrity of any City programing.
- Sexual harassment will not be tolerated.
- Any legal guardian listed on the registration form may pick up a student unless court documents are provided saying otherwise. To remove a parent/guardian from the enrollment form, court documents must be provided. A copy of the most recent custody agreement must be provided to a program supervisor for one to be enforced at release time. Note: we must follow what it says in the document. Parent/guardian's listed on the application as only a pick-up person will not be given

pertinent program information about the student, however they will be allowed to pick up at any time.

Mandated Reporting: We are all mandated reporters. Physical aggression toward students in our presence or any suspicion of child abuse will be reported to Children and Family Services.

Any adult that violates our code of conduct will be asked to leave campus and a formal request to restrict them from the campus may be made.

MEDICATIONS/ILLNESS/MEDICAL EMERGENCY/DISASTER

It is critical that all emergency information on your application is correct and kept up to date. We encourage all families to put at least two local contacts on your child's application. Also, if your child is not feeling well, please do not send them to program. Even if they are excited to come to program it is better to err on the side of caution. If their symptoms continue keep them out for an additional day.

Medications need to be disclosed on the registration form. If your child needs to take a medication during program time you must fill out a medical information form, so we are able to hold it at the front desk. For safety reasons, please do not hand them to a group leader, this includes Epi-pins and asthma inhalers.

Medical Conditions including allergies And COVID-19 Releases: Medical Conditions and Allergies **MUST** be disclosed on the application form. We need to know this ahead of time to properly assess your student during a health screening. If staff determine that your child needs to be cleared by a medical professional of COVID-19 we will accept emailed clearances. A supervisor must receive this clearance prior to the students return to program. If your child is suffering from anxiety or allergies that can appear to be symptoms of COVID-19 at drop off, please let us know at that time. Please also remember to have your participant take their allergy medicine prior to drop off and when in doubt, keep them at home.

Illness: If your child becomes ill, we will call for an immediate pick up (within 1 hour). Any participant who is observed to be ill will be isolated in a dedicated space until they can be picked up. If your child has the following they cannot attend camp: Coronavirus/COVID-19 or its symptoms, fever, diarrhea, vomiting, conjunctivitis/pink eye, flu/stomach flu, rash, impetigo, lice, hand/foot/mouth disease, tuberculosis, roseola, chicken pox, measles, rubella and, mumps. You may need to receive medical clearance prior to returning to program. Please see the COVID-19 liability waiver for more detailed information.

CPR/First Aid/AED: All staff are first aid, CPR and AED certified. Staff are not allowed to clean wounds with anything but water and soap just in case children are allergic to additional aid. Staff are not allowed to give children over the counter medication. In the event of a medical emergency, staff will use their judgment when calling a parent/guardian or emergency contact before calling 911. If we cannot contact anyone, we will follow the advice of the 911 dispatcher and/or emergency responders.

Concussion/Concussion Symptoms: If a child sustains an injury from the neck up, staff will ask the participant a series of questions to determine if the participant has sustained a concussion. If they are showing symptoms, we will call 911 emergency services to conduct a more in-depth health screening. If they determine the participant needs medical care, they will take them to Children's hospital, or the hospital identified on your application. We will contact you when medical personnel are called or sooner. Transportation to the hospital will be at the discretion of EMS Personnel. All participants must receive medical clearance or modified activity paperwork to return to camp.

In the event we are in a lockdown, no one can enter or leave campus until an all clear is given by the local police department. Pending the concern, parents will be notified via email or by written notice of what occurred. Staff cannot share details of what may have caused a lock down.

In the event of a natural disaster or other area-wide disaster the Emeryville Community Services Department programs will follow the outlined steps:

Program instructions and updates will be recorded on the main telephone number message center. 510-596- 4395. If building/structure is designated safe by the Emeryville Police Department/Alameda County Fire Department, the programs will remain on site with Emeryville Community Services Department staff until the child is picked up or specific instructions received. In the event of structural instability, the programs will go to ECCL gymnasium, Emeryville's designated American Red Cross emergency shelter. The ECCL gymnasium is located at 1170 47th Street. Note: All buildings have smoke detectors, fire sprinklers, and fire extinguishers.

MISC. POLICIES AND PROCEDURES

- We are a closed campus. In the event you need to enter campus please give us a call at 510-596-4395 and enter through the San Pablo gate by our lobby entrance (Gate A-1). If you are visiting the school, go to the 53rd street gate and ring the doorbell or call the school office at 510-601-4917. Students may not open the gates for any adult so please don't ask them to.
- Staff cannot drive or interact with students or families on personal devices, social media, or outside of program hours. All personal relationships with staff must be disclosed prior to a student's enrollment in the program. If you would like a staff to provide one on one tutoring or babysitting to a student (enrolled or not), the City and District must provide written approval. This expectation is outlined within our staff's code of conduct that they read and sign upon hire. Staff found in violation of this code of conduct may face disciplinary action up to and including termination.
- This is a shared campus with the Emery Unified School District. School and District rules are enforced, and the appropriate Principal or school official will be informed of any behavior problems and incidents.
- Bathroom accidents: All children should be fully potty trained prior to enrollment; however, accidents do happen. If you feel it necessary, please put baby wipes, a change of underwear, pants and socks in a marked bag and we can keep it at the front desk. Staff are not allowed to help students clean up after an accident. If there are no other clothes available a parent/guardian/pick up person will be called for pick up. Pick up must be within 1 hour.

Other items to bring/wear to program:

- Feel free to bring books with your child since we are not able to share books.
- Book bag filled with school supplies that can be zipped or securely closed so items do not fall out. Bags will be stored in designated cubbies or under the child's designated seat. Sharing of bags will not be permitted.
- Socks and sneakers (no sandals, slides, open toed shoes, or flip flops).
- Sweatshirt and/or jacket (it can be chilly in the morning)
- All loose items should be labeled with your child's first and last name on it.

The City of Emeryville does not discriminate. All children regardless of race, religion, color, creed, or national origin are eligible to participate in the program. We also comply with the Americans with

Disabilities Act and will provide reasonable accommodations for persons with physical and/or mental limitations or disabilities without undue hardship to the City. We also refrain from any religious practices.

Program Contacts:

Front Desk and General Questions:

- 510-596-4395

Youth Services Recreation Assistant (enrollment and payments):

- Ellen Han 510-596-4353 ehan@emeryville.org

Youth Services Program Coordinator (program related questions and concerns)

- Kimberly Richardson (A.K.A. Starfish) 510-596-4317 krichardson@emeryvill.org

Thank you for choosing us and I will see you at program!

Christen R. Gray, (A.K.A. Ms. Gray) Youth Services Recreation Supervisor

City of Emeryville | Community Services Department

4727 San Pablo Ave. Emeryville California, 94608

Tel: (510) 596-4396 | Fax: (510) 596-4339 | cgray@emeryville.org

"We provide high quality support and services."



The "REC" 2020 D.A.Y. Program Family Handbook Signature Page

I understand that I have access to the family handbook located at <http://emeryville.org/DocumentCenter/View/11481/> and agree that it is my responsibility to read and follow all of the points outlined within it. If I have questions, I agree to ask for clarification before enrolling fully into this camp. I further understand and am aware that all programming, payment structures, policies and procedures are subject to change.

I understand the following points for me and my camper:

- I agree to follow and will encourage my student to follow, all health and safety procedures
- I agree not to pick up or drop off between the hours of 8:10am-3:30pm
- I agree to call or email the City by 9am on the day my child is absent and disclose the reason why
- I understand the information on the COVID-19 Liability Waiver and will follow all safety guidelines within it.
- My child and I will adhere to the food/water policy in camp
- I will review the program rules and behavior policy with my child and will adhere to it
- I agree to follow the adult conduct policy
- I understand and will follow all payment/refund/deadline guidelines and further understand that my place in program is not secure until there is both a payment made and there is a complete application packet filled out for my participant on file. I know that I will not receive services unless I first pay for them.
- My child will adhere to the toys and electronics policy for camp. I further agree to hold the City harmless for any lost, stolen, or damaged items in my child's possession.
- I have disclosed all medications and medical needs for my participant on my application.
- I have disclosed all behavior, cognitive or physical disabilities and needs on my camper's application.

Please sign below signifying that you understand the policies/procedures outlined in this handbook and that you further commit to reviewing the rules and expectation with your camper.

Date: _____

Parent printed first and last name: _____

Parent/Guardian Signature: _____