



Community Services
& Parks



Civic Auditorium
Dunsmore Community Building
Joe Bridges Club House
Pacific Community Center
Maple Park Community Center

PARENT HANDBOOK

**Education Connection & Maple
Starz After School Camp**



Rev. 8/26/20



@MyGlendaleParks

**Parks
Make
Life
Better!**

Ed Camp Program Info

The City of Glendale, Community Services & Parks Department's offers child care during school hours, Education Connection, and day camps, Maple Starz After School Camp, for after school care (together called "Ed Camp"). In the Education Connection program, children will "log-in" to their schools remote learning platforms as per their schedule to participate in their classroom sessions, and do their assignments as assigned by their teacher. If they are done early with their school work, they can play games, work on different arts and crafts, listen to music, play individual sports and group games, and interact with children their same age. If you enrolled your child in one of the Maple Starz After School Camps, the children will spend the remainder of the day with old friends and make new ones in a fun, supervised indoor and/or outdoor setting playing games, working on arts & crafts, listening to music and playing individual sports and group games after school is over.

You enrolled your child(ren) into this program because you need to go to work during the COVID-19 pandemic and your child's school isn't open for in-person instruction.

The City of Glendale is following the situation with the novel coronavirus (COVID-19) daily, and reserves the right to adjust the Ed Camp program and make any changes to the Ed Camp's various components as necessary, acting out of the best interest of our customers and employees and in accordance with the recommendations by the CDC (Center for Disease Control), the California Department of Public Health, and LA County Department of Public Health.

Please see EXHIBIT 1 at the end of this document for specific COVID-19 related information.

Parent Packet Registration Forms

Parents must complete the parent packet forms and submit the completed packet when dropping off their child on the first day of Ed Camp. One completed packet is required for each child. Parent packet forms are available online to download and complete at www.glendaleca.gov/EducationConnection.

Packets must be completed and submitted **IN PERSON** on the first day of Ed Camp. We are required to have parent's wet signature; therefore, the original hard copy is required. Please do not submit packets prior to the participants first day of attendance. Please do not email parent packets to program supervisor.

Emergency Forms

Make sure all forms all filled out completely. Be sure to list ALL ADULTS allowed to pick up your child from Ed Camp. We will not release your child to anyone not listed on the form (even family members). Please inform the person picking up your child that we will request a valid driver's license or state issued identification card. ***A photo ID must be presented to pick up each child.***

Registration

We highly encourage parents to register their child(ren) when registration opens. At a minimum, participants should be registered by Wednesday, before the week you want them to begin Ed Camp. You can register online **ONLY** this year. Please visit www.glendaleca.gov/educationconnection for registration dates, times, and locations, and www.myglendaleparks.com to register for each week.

Full payment is due at time of registration for any and all weeks and respective options selected. No exceptions.

Late Registration Fee

A \$20 late registration fee will be charged per child for payments not received by Wednesday at 11:59 p.m. prior to the week for which you are registering.

Cancellation/Refund Fee

If for any reason you need to cancel and withdraw from the program, the request **MUST** be made directly to the program supervisor.

Administration of Medications/Sunscreens/Food Allergies

A child may not receive medication of any type at Ed Camp unless such medications are absolutely necessary and required by a doctor on a scheduled basis. If this is the case, we ask that parents follow the procedures listed below:

- Fill out a Medication Authorization Form, advising the Ed Camp Director of the amount and frequency of the dosage. The form can be obtained from a member of the Ed Camp Staff and must be filled out when you receive the form.
- The medication must be in the original container with the pharmacist's label, marked with the prescription number, child's name and physician's name. You can request a second empty bottle from the pharmacist that has the same information. This way, you have a means of transporting your child's medication.
- At the end of the week, parents must take home any unused medication or give the Ed Camp Director permission to properly dispose of it.

Allergies to foods, chemicals or other environmental issues (such as nuts, pollen) must be listed in the "Allergies" section of the child's information form. Please include any reactions and treatments of the allergies.

Child Safety/Fire & Emergency Drills

Every effort will be made to reach you and/or anyone you list on your child's forms in the event of an emergency. If we are unable to reach any of the persons listed, we will take the necessary actions for the health and safety of your child. Should there be any changes in the emergency contacts, please inform the Ed Camp Director in writing so we may update your child's file.

Children experiencing minor injuries or illness; such as bumps, bruises, scrapes, and stomach upsets will be treated by staff members taking note of specifications on the child's emergency form. Parents will be informed of all care given to their child. Parents will be asked to sign the "Ouchy Log/Communication Report" acknowledging they have been informed of the child's injury. If the child's symptoms persist, parents will be asked to pick-up the child.

EMERGENCY PROCEDURES: In case of a major emergency (such as broken bones, puncture wounds, etc.), Ed Camp staff will attempt to contact the parent/guardian first (if it's life threatening, 911 will be called first).

Fire and earthquake/emergency drills will be performed weekly to ensure all staff and participants know the proper procedures to evacuate the building.

Daily Health Screening

Prior to arriving to the Ed Camp site, participants and parents must perform a self-conducted health screening by taking their temperature, and ensuring that they do not have a fever of 100.4° or higher. They must also ensure that they do not have symptoms that the CDC has indicated are symptoms of COVID-19.

Upon arrival, participants must receive a health screening, which includes taking their temperature with a no-touch thermometer. Participants must not have a temperature of 100.4° or higher, and will be asked to confirm that they do not have any symptoms that the CDC has indicated are symptoms of COVID-19.

Should a child have a temperature of 100.4° or higher, and the parent thinks it may be due to walking from the car or excitement during the walk, they may wait 10 minutes away from the check-in area and be re-screened by the staff. If the temperature remains at 100.4° or higher, they will not be allowed to participate in Ed Camp that day, or for the next 72 hours (or until their temperature is 100.3° or lower without the assistance of fever-reducing medication for at least 72 hours).

Staff will all be asked to complete the same self-conducted health screening at home, and also have their temperature taken at the site upon arrival.

Sick Child and Emergency Care

In the event your child becomes ill or is injured while attending Ed Camp, staff will take the following actions:

1. The parent will be contacted to pick up the child. If the parent(s) cannot be reached, the emergency phone number(s) on the registration form will be called.
2. Basic first aid will be applied to minor injuries, and the parent will be contacted if necessary.
3. For more serious injuries, staff will call the local paramedics. A staff member will remain with the child at all times. Parents will be contacted immediately.

Note: Be sure we have at least two updated emergency contact phone numbers on file.

Child must go home for:

- Earache (if they have not been on medication at least 24 hours)
- Fever over 100.3° degrees. Children may return when they have been fever free for 72 hours without the aid of fever-reducing medication
- Strep throat (if they have not been on medication at least 24 hours)
- Stomach ache
- Anything contagious; i.e., chicken pox, hand, foot, and mouth disease, COVID-19
- Diarrhea/vomiting
- Contagious rashes or rashes of unknown origin
- Head lice, including visible nits.
- Pink eye (conjunctivitis) (if they have not been on medication at least 24 hours)
- Significant runny nose (discolored mucous)
- If a child has been exposed to a confirmed case of COVID-19 or has been diagnosed with COVID-19, they may not return until 10 days after exposure or been symptom-free for 14 days. ***Prior to returning, the parent/guardian must present a doctor's release before the child returns to Ed Camp.***

Reporting Communicable Disease

Participants diagnosed with a communicable disease, infection, rash, or head lice must present a doctor's release before returning to Ed Camp. For the safety and well-being of participants and staff, parents/participants must notify the Ed Camp's supervisor of the situation at the time of diagnosis. Each Ed Camp's supervisor is identified throughout this document.

The child's group as well as other Ed Camp participants exposed to the child, will be notified (subject's name will not be disclosed) of the situation so that appropriate precautions may be taken. Listed below are several common situations and procedures to follow before returning to Ed Camp.

Head Lice - The participants must be NIT FREE in order to return to Ed Camp. If a child has nit or lice – the Ed Camp's supervisor will share the Department's policy on when and how the child can return.

Conjunctivitis (Pink Eye) - Participants with bacterial conjunctivitis may not return to Ed Camp until the active infection passes or until 24 hours after treatment begins. Viral conjunctivitis requires a doctor's release stating the participant does not have bacterial conjunctivitis.

Chicken Pox - Participants with chicken pox may return to Ed Camp when all blisters have dried and formed scabs, approximately 7 days after the onset of the rash

Streptococcal Sore Throat - Participant may return to Ed Camp 24 hours after treatment begins, provided there has been no fever for 24 hours and antibiotics will continue for 10 days. Participants with a fever must be fever free for 24 hours before returning to Ed Camp.

COVID-19 – Participant must be free of any symptoms the CDC has indicated are symptoms of COVID-19 for 10 days, and fever-free for 24 hours without the assistance of any fever-reducing medication.

For other types not listed above, please reach out to the Ed Camp's supervisor for more information.

Face Coverings & Personal Protective Equipment

All staff will wear face coverings at all times, with the exception of when they are eating lunch & snacks.

Participants must bring a clean face covering daily, and it is recommended that they bring an extra one in their backpack. Staff will make all efforts to ensure participants are wearing their face coverings at all times, with the exception of during lunch & snack breaks, and PPE breaks. Staff will offer the children breaks from wearing face coverings at socially distant times, and when the activities are creating difficulty breathing while wearing a face covering. Staff understand the difficulties in keeping masks on young children and will gently remind them of the safety requirements.

Discipline Policy

In order for our programs to operate in a safe manner it is important we set guidelines and limits for all participants. Praise and positive enforcement are used to establish an environment of good will. Our staff is tolerant and understanding but we will deal with disruptive behavior. Should a problem arise, staff will apply the following actions:

- 1st Offense:** Verbal warning. Child will be warned that the behavior is unacceptable and reminded what the proper behavior should be.
2nd Offense: Verbal warning and a time out. Child is separated from the group and is given a time out which entails a break from the group or activity. This is a time for the child to recollect and gather their thoughts. Then they will be asked to discuss the incident with a counselor.
3rd Offense: Verbal warning, time out and written reprimand with a follow up discussion with a parent or guardian at the end of the day.

If a child receives **FOUR** written reprimands while enrolled in Ed Camp, suspension or expulsion from Ed Camp will occur. The City reserves the right to dismiss any child whose behavior is unacceptable.

***Each situation is unique and appropriate action is taken accordingly.**

BASIC RULES:

1. Be safe
2. Listen to the counselors
3. Use appropriate language
4. Be respectful
5. Keep your hands to yourself
6. Use your words
7. Wear your mask when asked by staff

*The City of Glendale reserves the right to remove a participant from the program, with a pro-rated refund if applicable, if the participant's behavior becomes disruptive or inhibits the ability for staff and/or other participants to adhere to preventative measures related to COVID-19 as outlined in this handbook.

Special Needs Accommodations and Children with Disabilities Policy

The City of Glendale, Community Services & Parks Department will provide reasonable accommodations toward the inclusion of a participant. Please contact the supervisor, a minimum of two weeks prior to the start of Ed Camp. Ample time is required to determine the needs of each request.

If an assistant accompanies your child, (a one-to-one aide), they will be required to complete a volunteer registration form and undergo a background/fingerprinting process prior to the child's first day of Ed Camp.

Dunsmore Community Building	Danny Morales	(818) 937-7242	dmmorales@glendaleca.gov
Joe Bridges Club House	Danny Morales	(818) 937-7242	dmmorales@glendaleca.gov
Pacific Community Center	John Maghaguian	(818) 937-7247	jmaghaguian@glendaleca.gov
Maple Park Community Center	Kenneth Khan	(818) 548-3783	kkhan@glendaleca.gov
Civic Auditorium	Patty Betancourt	(818) 548-2792	pbetancourt@glendaleca.gov

If your child has an IEP or 504 plan, please inform the supervisor of the accommodations as they are specified in the plans.

Lunch and Snacks

All participants are required to bring sack lunches, snacks and beverages daily. We encourage you to pack nutritious meals for your child. Lunch and snack must be packed in a paper bag for one time use, with your child's name printed on it. It will be stored with their personal items (no refrigeration or heating of meals is available). Participants may not share food. Handwashing will be required by all participants and staff before and after meal times.

Only disposable utensils and dishes may be used, so please pack things that can be thrown away after eating.

Meal times will be staggered between groups to ensure physical distancing.

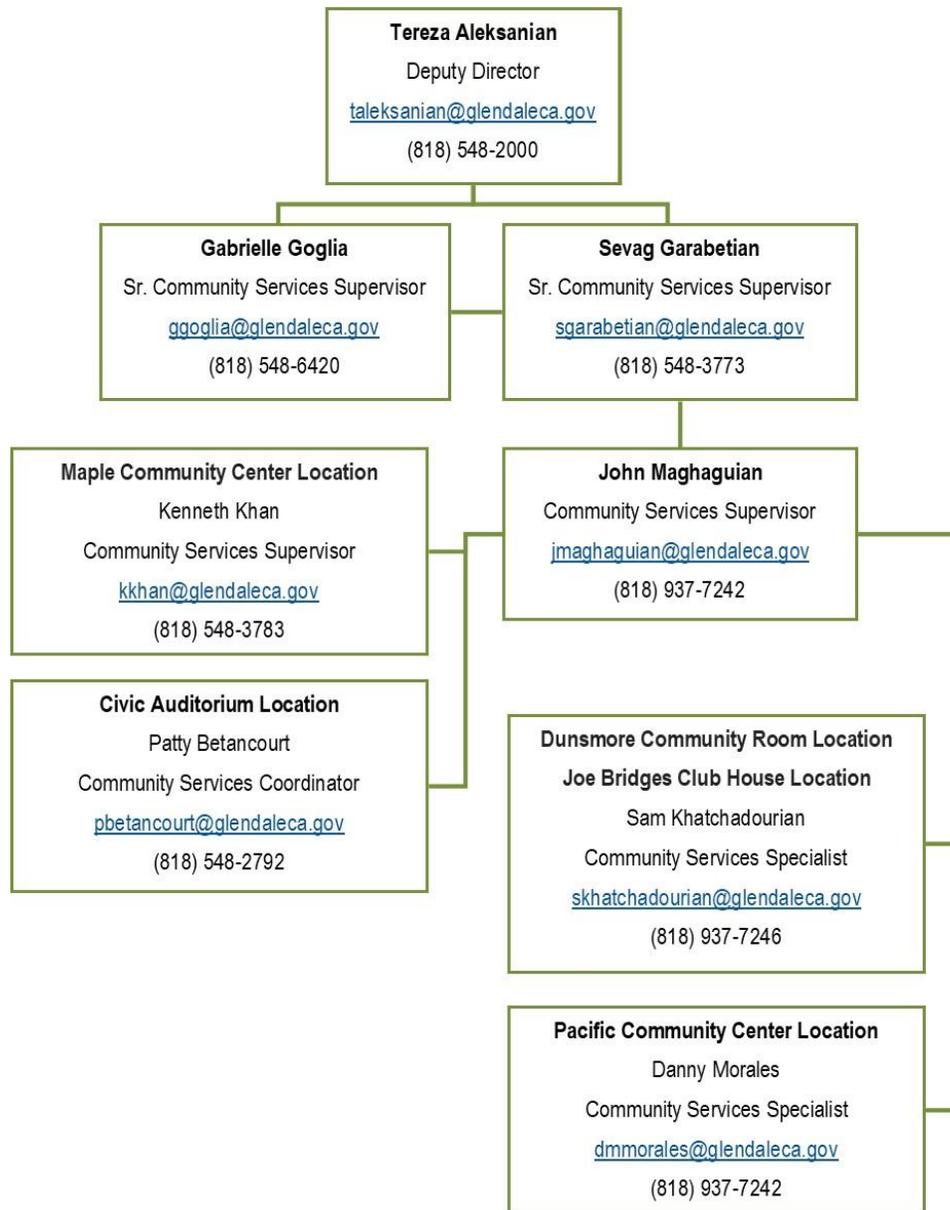
Masks may be removed during lunch/snack to eat.

Participants will need beverages, so please pack more than one to last them the full day at Ed Camp. Please notify staff of any food allergies using the designated forms.

*** Please Continue to the Next Page ***

Staff Information

The following chart is a visual display of the department's structure. It is best to resolve issues with the immediate site supervisors listed below. We kindly ask you to please respect the organization's structure and contact the senior supervisors only if you feel your concerns have not been addressed by the immediate site supervisors.



All staff:

- have completed a background check and fingerprinting
- are trained in CPR and First Aid safety procedures
- are properly trained in child abuse prevention and mandated reporting
- are trained in conducting fun activities
- are friendly, patient and caring
- love working with children
- possess positive attitudes

It is against City policy for staff to accept gratuities or gifts. We appreciate the gesture and your thoughtfulness. Should you make an offer to recognize our staff with a gift or gratuity, staff will not be able to accept it Please do not be offended.

Non-Discrimination Policy

The City of Glendale is committed to providing an environment that is free of discrimination, harassment, and retaliation. In keeping with this commitment, the City maintains a strict zero- tolerance policy prohibiting discrimination, harassment, and retaliation. This commitment includes the protection of all employees, volunteers and participants from such discrimination or harassment by fellow employees, the general public, participants or parents, or other non-city individuals, when directed towards city employees or participants at the Ed Camp sites. This policy includes any conduct that has the purpose or effect (regardless of intent) of substantially interfering with performance or that creates an intimidating, hostile or offensive environment.

For employees, this policy also applies to non-work hour conduct during attendance at any activities, where such activities are either expressly or impliedly sanctioned, sponsored, organized or hosted by the City of Glendale.

Statements, actions or conduct in violation of this policy are prohibited regardless of whether they are physical, verbal or visual.

Conduct need not rise to the level of a violation of the law to violate this policy.

Discrimination and harassment are prohibited on the basis of the following "Protected Categories and Activities" under state and/or federal laws:

- Race, Color, or Ethnicity;
- National Origin or Ancestry;
- Religion;
- Physical or Mental Disability;
- Medical Condition (including cancer, a record of cancer, and genetic characteristics, diseases, disorders, or other inherited characteristics);
- Marital Status;
- Sex (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth);
- Gender (including transgendered persons, gender identity, and gender expression);
- Age (40 and above);
- Sexual Orientation (including heterosexuality, homosexuality, and bisexuality);
- Genetic Information;
- Opposition to harassment;
- Association with a person that has any of the protected characteristics;
- Perception that a person has any of the protected characteristics.

HARASSMENT DEFINED – For the purpose of this policy harassment includes, but is not limited to:

- derogatory epithets related to the protected categories set forth above;
- display of derogatory visual or written material;
- repeated and unwelcome sexual advances or requests for sexual contact;
- threats or promises made, or actions taken, wherein submission to, or participation in, sexual or other inappropriate conduct is made expressly or impliedly a term or condition of employment or is used as the basis for disparate employment decisions;
- any statements, actions or conduct that is believed to be in violation of this policy, when a violation is found to exist.

DISCRIMINATION DEFINED – Unfavorable or disparate treatment in the workplace, which is based on the protected categories or activities set forth above.

POLICY ENFORCEMENT – The City of Glendale has zero tolerance for any conduct that violates this policy. Employees who violate this policy are subject to disciplinary action up to and including removal from employment with the City. Participants or parents violating this policy will be removed from the program and a pro-rated refund will be provided, if it is applicable.

Other persons (i.e. clients, patrons, vendors, etc.) who violate this policy may be subject to denial of services or other appropriate actions intended to curtail statements, actions or behaviors prohibited under this policy.

REPORTING VIOLATIONS OF THIS POLICY – Any individual who becomes, or believes he/she has become, the subject of statements, actions or conduct prohibited by this policy, or who has direct knowledge of any such violation of this policy is encouraged to promptly report the incident(s) to appropriate City officials, including but not limited to:

- the complainant's (participant's) parent or guardian;
- the complainant's (employee's) immediate supervisor; and/or
- any member of the management team.

Reporting Suspected Child Abuse

To ensure the well-being of the children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse to the proper authorities. All employees are mandatory reporters. We may be subject to criminal penalties if we fail to report such possible harm. Staff is not allowed to comment to parents, other staff or any other persons on the subject of reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. Child abuse investigations will be performed by County of Los Angeles Department of Children and Family Services.

Volunteers Working in Ed Camp Programs

Due to the ongoing COVID-19 pandemic, volunteers, parents and care givers will not be allowed at the Ed Camp sites.

Staff/Participant Ratio

Our Ed Camps are sufficiently staffed to meet needs of and promote the physical, social and emotional development of children. The ratio is 2 staff to 12 children.

How to Prepare for Ed Camp

It is important that each child gets a good night's sleep and healthy breakfast every day before they come to Ed Camp to ensure that they have a fun, safe, and energetic day!

What to Wear – Your child should be dressed comfortably for the day. For their safety, please do not send your child in sandals, flip-flops or jellies. Heely's are NOT permitted at Ed Camp. On chilly and/or rainy days please send your child with a labeled sweatshirt, jacket or rain coat. All children should arrive wearing a face covering, and have an extra face covering in their backpack.

We also recommend those who have long hair, to tie their hair or have it in a braid.

What to bring to Ed Camp – Here is a list of essentials for every day of Ed Camp:

- 2 Face Coverings
- Electronic Device Used to Join Virtual Class
- Text books, work books, class materials
- School Supplies (notebook, crayons, pencils, pens, markers)
- WEAR TENNIS SHOES (Sneakers)
- Snacks & Lunch
- Water Bottle Filled With Water (Not Juices/Sports Drinks)
- Distance Learning daily schedule, log in information and
- Passowrds. (2 Copies)

What NOT to bring to Ed Camp

- Electronic Devices other than that which is to be used to join online class.
- Gum Or Candy
- CD Players, Handheld Video Games, iPods
- Personal Toys And Sports Equipment
- Toys (Including Fidget Spinners Or Fidget Cubes Unless Child Has An IEP Or 504 Plan)
- Money
- Valuable Property
- Cell Phones*
- Lunch That Needs To Be Heated

Please label your children's belongings with their first and last name. There will be a lost and found located at each site. However, we are not responsible for children's possessions that are lost or stolen. Items not claimed from the lost and found by the end of the year will be discarded.

*If a child brings a cell phone, it may only be used for calls to parents in the case of an emergency. Phones will not be permitted to be used during Ed Camp hours for games, texting, social calls, music, or other uses outside of calling parents.

Ed Camp Locations

All Ed Camps will be held at City of Glendale facilities operated and maintained by the Community Services & Parks Department. The department works closely with other departments to ensure the safety and security of our participants at all of our facilities.

Civic Auditorium	1401 N. Verdugo Rd. Glendale, CA 91208
Dunsmore Community Building	4700 Dunsmore Ave, Glendale, CA 91214
Joe Bridges Club House	2531 E Glenoaks Blvd, Glendale, CA 91206
Pacific Community Center	501 S. Pacific Ave. Glendale, CA 91204
Maple Park Community Center	820 E. Maple St. Glendale, CA 91205

Drop Off and Signing In | Pick Up and Signing Out

A parent or guardian must accompany the child during drop off and sign in the child. Only persons listed on the child's pick-up list will be able to pick-up a child and sign out.

Specific drop off and pick up locations vary by site. Please follow the directional signs or staff instructions on the first day of Ed Camp. Curb-side drop-off and pick-up may be offered at some sites, where feasible. If it is not available at your site, please keep a minimum of 6' physical distance between yourself and other parents signing in or out. The drop-off and pick-up process may take longer than usual due to COVID-19 restrictions, please plan accordingly and provide for extra time at drop-off or pick-up in case there is a long wait. Children may be signed in by staff to minimize exposure through shared pens. The staff will note the parent's name who is dropping off or picking up. Parents will be shown what is written to make sure it is correct before they leave.

Authorization for Self Check-In and Self-Dismissal – Walking To Ed Camp or Walking Home From Ed Camp

If a child is age 13 and older and a parent wants to drop off the child without leaving the car, they may do so by informing the supervisor, by completing the Participant Self Sign In/Out Permission Slip form, that the child has the ability to sign him or herself into Ed Camp. Participants who have this privilege will be asked to call their parent or guardian and place them on speaker phone and confirm they arrived and signed into Ed Camp.

If a child is age 13 or older and a parent would like the child to walk home on their own, they must inform the Ed Camp supervisor in writing that the child has the ability to dismiss him or herself and complete the Participant Self Sign In/Out Permission Slip form. Authorized participants will be allowed to dismiss themselves no more than 10 minutes prior to the end of their Ed Camp's end time.

Participants who have this privilege will be asked to call their parent or guardian and place them on speaker phone and inform the parent/guardian that they are leaving the Ed Camp site.

Should a parent trust their child with this privilege, staff will not be responsible for the child's actions, whereabouts, or behavior once they sign out for the day.

Civic Auditorium	Patty Betancourt	(818) 548-2792	pbetancourt@glendaleca.gov
Dunsmore Community Building	Danny Morales	(818) 937-7242	dmmorales@glendaleca.gov
Joe Bridges Club House	Danny Morales	(818) 937-7242	dmmorales@glendaleca.gov
Maple Community Center	Kenneth Khan	(818) 548-3783	kkhan@glendaleca.gov
Pacific Community Center	John Maghaguian	(818) 937-7247	jmaghaguian@glendaleca.gov

Drop Off, Pick Up, and Late Fee

Drop-Off Times – Participants can be dropped off at or after the registered program time. Participants may not be dropped off earlier than 7:00 a.m. or later than 8:30 a.m. We encourage all participants be dropped off no later than 15 minutes prior to their first online session. This way, they can settle in, turn on the computer and be ready for class. *Please make arrangements with site supervisor if you need to drop off later in the day.*

Pick-Up Times – Participants must be picked up no later than the registered time. A participant enrolled in Education Connection must be picked up by 2:00 p.m, unless he/she is enrolled in after school care. A child enrolled in Maple Starz After School Camp must be picked up by 6:00 p.m.

Late Fee - A late fee of \$15.00/child for the first 15 minutes and \$1.00 per minute/per child thereafter, will be charged for each child picked up after the enrolled pick-up time. Payment for this fee must be made at time of pick up or before the child is dropped off the following day.

Example:

Day pick up: 2:03 p.m. = \$15.00 late fee	After Care pick up: 6:08 p.m. = \$15.00 late fee
Day pick up: 2:17 p.m. = \$17.00 late fee	After Care pick up: 6:19 p.m. = \$19.00 late fee

Drop-off time will be strictly enforced and staff will not allow participants to get dropped off prior to their registered start time. Staff do not have the authority to make exceptions. Staff are scheduled based on the participant to staff ratio and we strictly adhere to the ratio based on enrollment. Exceptions potentially jeopardize the safety of all participants, including your own child, so no exceptions will be made.

If you need additional time to commute to the Ed Camp site, and you know you won't make the pick-up time, please register your child in Maple Starz After School Camp.

Enrollment in Maple Starz After School Camp can be done at any time. The fees will not be pro-rated. If the late fee is close to the Maple Starz After School Camp, OR if a parent realizes that the pick-up time is not possible, a parent can ask for Maple Starz After School Camp instead.

All care options end at 6:00 p.m., no exceptions.

It is the parent's responsibility to calculate the amount of time necessary to park your vehicle and pick up your child. Please obey all traffic laws, posted parking signs and limitations, painted curbs, and fire lanes. We are not responsible for any citations that result in disobeying posted signs and traffic laws.

Hours and Days of Operations –

Education Connection:	Monday – Friday	7:00 a.m. – 2:00 p.m.
Maple Starz After School Camp:	Monday – Friday	2:00 p.m. – 6:00 p.m.

No Ed Camp on the following dates:

Monday, September 7, 2020 – Labor Day

Wednesday, November 11, 2020 – Veteran's Day

Monday through Friday, November 23 – 27, 2020 – Thanksgiving Week Break

Communicating with Your Child During Ed Camp Hours

If you need to communicate with your child while he/she is at Ed Camp, communication must be done directly between the parent and child, unless it is an emergency. Parents are not to call the front desk and leave a message with staff requesting a call back from the child.

If there is an emergency and you need to communicate with your child during the hours of Ed Camp, please call the Ed Camp phone directly. The Ed Camp phone number will be emailed to you in a weekly email that goes out to parents for each site. Phone calls are for emergencies only. If the child needs to contact parents, staff will call parents and allow child to speak to parent. Thank you for your consideration.

Vending Machine Use by Participants

Participants will **NOT** be allowed to purchase items from the vending machines. We encourage parents to purchase vending machine items before leaving your child at Ed Camp.

Bathroom Policy

In order to provide a safe place for all the participants in our Ed Camp, there will be timed group bathroom breaks. Staff will take the participants to the restroom. When taking the participants to the restroom as a group or for individual needs, staff will check each restroom stall ensuring that there aren't any public patrons inside the restroom. Once it is clear, the participants will enter the restroom while staff stay outside the door ensuring that other patrons do not enter until the participants have exited the restroom. The participants are then escorted back to the group by staff. If a restroom is unavailable, staff will take the participants to an alternate restroom on site, if available. Staff will enforce proper handwashing techniques after each restroom trip.

PLEASE NOTE: All participants must be fully toilet trained. A child is considered to be toilet trained when he or she initiates going to the bathroom and can adjust clothing necessary to urinate or have a bowel movement without adult assistance and able to clean themselves after the respective use of the restroom.

As mentioned previously, our Ed Camps operate out of public facilities. Participants cannot be given priority for the use of the restroom over the general public. The general public has the same right to use the restroom as our Ed Camp participants and our staff.

Group Assignments

Each Ed Camp will be divided into groups of 10-12 children to 2 counselors to ensure physical distancing, per the CDC and LA County Health Department guidelines. Groups will remain static with the same staff and children all week, and siblings will be grouped together.

Participants will be informed of their group number, group name where applicable, and the staff responsible for their group on the first day of Ed Camp.

In the case of a confirmed case of COVID-19 in any group, that entire group and staff exposed will be informed of the exposure (while maintaining privacy of the person confirmed), and asked to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop. The participant or staff with a confirmed case may not return until re-tested with a negative result.

All areas exposed will be closed for 24 hours and then disinfected and sanitized thoroughly. All in contact should self-quarantine for 14 days.

SAMPLE Daily Ed Camp Schedule

Typical Day at Ed Camp	
7:00 - 8:00 a.m. BEFORE CARE	Participant led activities: board games, caroms, crafts, and coloring.
8:00 - 11:30 p.m.	Remote learning sessions, and snack when learning is not in session based on individual participant's schedule.
11:30 a.m. to 1:00 p.m.	Lunch and group activity based on individual participant's schedule.
1:00 p.m. to 3:00 p.m.	Remote learning sessions continue based on participant's schedule.
3:00 p.m. – 4:00 p.m.	Craft i.e. tye dye, painting, water colors, sand art, etc., handwashing
4:00 p.m. – 5:00 p.m.	Distanced active games.
5:00 - 6:00 p.m.	Participant led activities: board games, caroms, crafts, coloring

Bringing Treats, Cup Cakes or Cakes, Ice Cream, and like foods to Ed Camp

In consideration of participants that might have food allergies, we do not allow parents to bring treats for all of our participants to share.

Additional Information

We have an open door policy for the parents of all participants. However, the safety and security of your child is our primary concern and we are not always at our desk to assist you. Throughout this document, we have shared with you the site supervisor's name, email address and phone number. Please contact the site supervisor if you have any questions or concerns.

While we look forward to assisting you with any questions or concerns you may have, please understand that our priority is the safety and security of the participants. We make every effort to create office hours and time behind our desk however, we cannot promise we will be able to return your call or email immediately. Please understand that our participants come first and we will respond to emails and voicemails, within 48 hours.

Parents are not allowed around the Ed C camp area or to watch activities from afar. All adults allowed to be around your child, have gone through and completed a background check and fingerprinting, received CPR and First Aid safety procedures training, and are properly trained in child abuse prevention and mandated reporting. To our participants, you are a stranger. We want all participants to feel safe and secure at Ed Camp.

**Thank you for choosing the City of Glendale's
Community Services & Parks Department's Education Connect and Maple
Starz After School Camp Programs.**



City of Glendale

Community Services & Parks

“Education Connection” & “Maple Starz After School” Camps & COVID-19

Childcare is an important part of re-opening the City of Glendale and Los Angeles County. In order for employees to return to work, they need to have safe and reliable child care for their children.

The health and safety of staff and participants in the City of Glendale’s Education Connection & Maple Starz After School camps is our number one priority. As the Health Officer’s *Safer at Home Order* remains in effect, the following guidance is provided to safely operate child care programs in the City of Glendale.

The following provides the minimum standards that must be achieved to operate Day Care for School-Aged Children in accordance with the Los Angeles County Department of Public Health Guidance. These guidelines also align with the California Social and Physical Distancing Guidance and Healthy Practices for Child Care Facilities in Response to the Global Coronavirus (COVID-19) Pandemic Written in Collaboration with the California Department of Education, and the CDC Camps-Decision-Tree. All City of Glendale programs must be able to comply with these guidelines in order to operate. These guidelines are subject to change based on changes in local, state and federal direction related to COVID-19. Programs in Glendale target youth 5-14 years of age.

DEFINITIONS

Education Connection & Maple Starz After School Camps: Child care programs designed to provide remote learning access and after school care for children ages 5-14 years of age. The programs are designed to foster children’s emotional, social, and physical and creative growth through various interactive activities and relationships with role model counselors. During the Education Connection Camp, children will be given access to the internet to connect with their teachers while attending remote learning sessions.

Staff: A young adult or adult (having graduated high school) hired by the City of Glendale and having received necessary background checks and health screenings prior to starting employment as an hourly Facility Attendant I, Facility Attendant II, Recreation Leader I, Recreation Leader II, Recreation Leader III, or Recreation Program Specialist.

COVID Carry Kit (Fanny Pack): Similar to a pool lifeguard go-pack containing essential items, such as hand sanitizer, 10 pairs of nitrile gloves, 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/water ration solution where Personal Protective Equipment (PPE) must be worn and Safety Data Sheets (SDS) must be provided to staff at sites where camps are hosted. CDC States a disinfecting solution is mixing five (5) tablespoons (1/3 cup) bleach per one (1) gallon of water. See Appendix A for guidelines to disinfect and sanitize.

Kitchen Caddy: A toolbox object that has all necessary materials for staff to check-out with them to disinfect and sanitize locations after each use. It has necessary PPE, and also has a no-touch thermometer.

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

Pre-Camp Training: A day-long training that is mandatory for all staff working the programs to attend. All aspects of participant management will be covered as well as COVID-19 care and treatment guidelines.

Safety Data Sheets (SDS): A SDS (formerly called Material Safety Data Sheet) is a detailed informational document prepared by the manufacturer or importer of a hazardous chemical. It describes the physical and chemical properties of the product.

Sanitizing (Cleaning): Refers to 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. Depending on the soap and water solution, it may require SDS sheets to be on site for the solution. See Appendix A for guidelines to disinfect and sanitize.

FACILITY REQUIREMENTS

Staff must assess facilities to ensure that proposed program activities can be conducted with necessary physical distancing prescribed by the County of Los Angeles Department of Public Health protocols for child care. The following requirements must be met for both indoor and outdoor camp times.

- Check-in/check-out area is sufficiently spaced and marked so that participants and parents/guardians can line up six feet apart. It is recommended that this be done outdoors, or even as a “car line” where parents/guardians never leave their vehicle. Check-in/check-out will be located in pre-designated spaces for each grouping of participants, so parents/guardians do not bottleneck more than ten (10) per location while maintaining a six-foot gap between each household cluster waiting to check-in.
- Restroom is accessible during all camp hours, and is regulated to ensure that only the number of people that can access the sinks while maintaining six feet of separation are inside the restroom facility at any one time. Markings must be placed to ensure that people waiting to enter the restroom are six feet apart.
- Handwashing facility or hand hygiene stations must be accessible so that participants and staff can wash hands or use hand sanitizer at minimum at each transition of activity and/or every 45 minutes. Staff shall carry hand sanitizer with them at all times in COVID Carry Kit.
- An isolation area must be established to keep participants or staff that develops symptoms during camp away from others. This room must be separate from where other participants and staff may pass through regularly, and must be able to be closed until disinfected and sanitized without impacting other operations.
- Meal service areas must be set up to provide six feet of separation between each participant. Meal service 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 pod of 12 children or less must be in a separate area and should not interact with each other at any time. The participants in a pod must remain with that group each day, and cannot be moved from one group to another. All efforts will be made to keep siblings and participants from the same household in the same pod. Staff will be assigned to a pod for the week, and all efforts will be made to keep the same staff with the pod for the entire week. Rotation of areas may only be performed if the area is cleaned, sanitized and disinfected prior to another stable pod using the area.

HEALTH & SAFETY ACTIONS

Staff must promote healthy hygiene practices and assess staff and participant health prior to check-in to the camp location. Staff and participants must conduct a health screening prior to arriving on site, and a secondary screening must be conducted during check-in.

- Clearly visible signage must advise participants that they should: avoid entering the facility if they have a cough or fever; wear facial coverings; maintain a minimum of six feet 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 100.4°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 100.4°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.
- Check-in time and/or location must be staggered to ensure that no more than 10 participants are checking in at the same time or location. Check-in area must be marked to indicate six feet of separation between every household group.
- Upon arrival, camp participants must receive a health screening, which includes taking their temperature with a no-touch thermometer. Participants must not have a temperature of 100.4°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.
- Camp staff and participants must be free of any symptoms the CDC has indicated are symptoms of COVID-19 for 10 days, and fever-free for 24 hours without the assistance of any fever-reducing medication.
- Staff conducting the health screening must wear a facial covering during the screening.
- Should a camp staff person or participant begin to display symptoms of COVID-19 while at the camp site, they will be isolated to a separate room until transported home by a parent or guardian (for participants). All areas will be disinfected and sanitized before use again.
- Should a camp staff person or participant be confirmed with COVID-19, those exposed will be informed of exposure (while maintaining privacy of the person confirmed), and asked to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop. All areas will be closed for 24 hours and then disinfected and sanitized thoroughly. All in contact should self-quarantine for 14 days.
- Refunds for individuals in self-quarantine shall be provided, pro-rated for the number of days the participant attended the camp.

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 should not be used.

- A container for soiled toys and equipment with soapy water is 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, disinfected, and dried (staff must wear gloves when handling contaminated items).
- Children's books and other paper-based materials are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- Each participant should have their own set of basic crafts materials (crayons, glue stick, pencils, pens, markers, etc.) to be kept on site in individual containers (e.g. pencil cases or zip lock bags).
- Toys, equipment and games should be cleaned, sanitized and disinfected frequently, at the beginning of the day, end of the day, and when used by different participants.
- Refunds for individuals in self-quarantine shall be provided, pro-rated for the number of days the participant attended the camp.

PROGRAM EXAMPLES

Staff must consider how to create social distancing in an childcare setting.

- Eliminate circle-time or jamboree time and other activities that bring children close together and prevent the sharing of toys and materials.
- Develop activities and songs that model and reinforce good hygiene and social (physical) distancing practices.
- Stagger activities such as outdoor time or movie time so no two groups are in the same place at the same time.
- Emphasize individualized activities instead of group activities.
- Encourage coloring, painting, puzzles, arts & crafts activities, storytelling.
- When the playgrounds are open, allow for small groups to play while maintaining social distancing.
- Model behavior that reduces the spread of the virus.