



# RC LEARN & REC PARENT HANDBOOK & REGISTRATION PACKET





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## Welcome!

We're excited to have your child in the RC Learn & Rec Program. Thank you for entrusting us to provide your child a safe, organized and enjoyable space to learn, explore, create and have fun. Our team of Community Services Department recreation professionals aim to provide the highest quality experience for you and your child to foster their continued social, physical, personal and creative growth. We look forward to all the unique, exciting and fun experiences that await. Thanks again for choosing the RC Learn & Rec Program.

RC Learn & Rec will follow all guidelines and directives, recommend by the San Bernardino County Department of Public Health, California Department of Public Health and the Centers for Disease Control and Prevention (CDC).

**Due to the directives contained in the Governor's Declarations of Emergency for the State of California (Executive Orders N-25-20 and N-29-20) and the uncertainty of when the Governor's Stay at Home Order (Executive Order N-33-20) will be lifted by the State of California, advertised dates for classes and center programs may be changed, cancelled or postponed.**

## RC Learn & Rec Program Descriptions

- **Full-Day RC Learn & Rec**  
Full-day care to include distance learning, socialization and recreation activities
- **Half-Day Youth Afterschool**  
Half-day care to include homework assistance, socialization and recreation activities
- **Teen Learning Lab**  
Three-quarters day to include distance learning support and reliable WIFI

## RC Learn & Rec Community Services Coordinator Staff

- Full Day RC Learn & Rec – Janelle Draper  
909.774.2304 email: [Janelle.Draper@cityofrc.us](mailto:Janelle.Draper@cityofrc.us)
- Half Day Youth Afterschool – Crystal Zuniga  
909.774.2323 : [Crystal.Zuniga@cityofrc.us](mailto:Crystal.Zuniga@cityofrc.us)
- Teen Learning Lab – Cari Keys  
909.774.2363, email: [Cari.Keys@cityofrc.us](mailto:Cari.Keys@cityofrc.us)
- RC Learn and Rec Contact/Cell Number 909.477.1267

## Fee(s)

- Full Day RC Learn & Rec - Resident: \$250 / Non-Resident \$274 per child/per week (+non-refundable Service Fee)
- Afterschool - Resident \$125 / Non-Resident \$144 per child/per week (+non-refundable Service Fee)
- Teen Learning Lab – Resident \$70/ Non-Resident \$87 per child/ per week (+non-refundable Service Fee)
- Full registration and service fees are due at the time of registration.



## Registration

- Registration begins Friday, August 7th
- Register **online** at RCpark.com (walk-in registration not available)
- All registrations are on a first-come, first-serve basis. Available space will be taken into consideration for each age/grade group to ensure no more than ten (10) children per room/per group
- It's encouraged that you register at least two weeks (2) prior to each start date. However, you may register for multiple weeks in advance.
- For more information, please call 909.477.2780 - Monday – Friday 7:00 am to 6:00 pm

## Refund Policy

Withdrawals need to be submitted in writing (email is acceptable) at least 2 weeks in advance in order to receive a full refund minus the Service Fee(s). All payments can be refunded or credited to the payer's account. Online registration paid with a credit/debit card is refunded within one week and applied to the card used. All refunds will be issued minus the service fee.

## Facility

Facility/Location	Address	Phone Number
<b>Central Park</b> Goldy S. Lewis Community Center James L. Brulte Senior Center	11200 Base Line Road	909.477.2780

## Program Days, Grades and Times

Program	Grades	Days	Program Dates	Times
Full Day Childcare	1 <sup>st</sup> – 6 <sup>th</sup>	Monday- Friday	8/17 – 12/18*	7:00 am - 6:00 pm
Youth Afterschool	1 <sup>st</sup> – 6 <sup>th</sup>	Monday- Friday	8/17 – 12/18*	2:00 pm - 6:00 pm
Teen Learning Lab	7 <sup>th</sup> – 12 <sup>th</sup>	Monday - Friday	8/17 – 12/18*	7:00 am - 3:00 pm

*\*Program is scheduled until December, unless there is a lift and/or changes in the COVID-19 school orders*

## Daily Schedule-

### Full-Day Childcare

Drop Off 7:00 am – 7:30 am  
 \*Virtual Classroom 8:00 am – 2:00 pm  
 Snack Time 2:00 pm – 3:00 pm  
 School Assistance 3:00 pm – 4:00 pm  
 Recreation Activities/Crafts 4:00 pm – 6:00 pm  
 & Pick Up

### Teen Learning Lab

Drop Off/Self Sign-in 7:00 am – 7:30 am  
 \*Virtual Learning 8:00 am – 2:00 pm  
 Pick up/Self Check out 2:00 pm – 3:00 pm



### Youth Afterschool

Drop Off 2:00 pm – 2:30 pm  
School Assistance/Support 3:00 pm – 4:00 pm  
Recreation Activities/Crafts 4:00 pm – 6:00 pm  
& Pick up

\*During this time breaks and lunches will take place. \*\*All activities are subject to change without prior notice

### Program Guidelines/Information

- Participants must be 6 to 17 years of age.
- Children must be able to use the restroom without assistance from the CSD staff. Disposable type undergarments are not allowed.
- CSD staff are assigned to only assist and are not responsible for teaching curriculum.
- Groups will be determined by age/grade dependent of the number of registered participants for each group i.e. 1<sup>st</sup> grade, 2<sup>nd</sup> – 3<sup>rd</sup> grade and 4<sup>th</sup> – 6<sup>th</sup> grade. Siblings may or may not be place in the same group also dependent of the number of participants who register. If only the minimum number (10) is met, then that group of participants will be placed in one group regardless of age/grade.
- Sign in and Sign Out is a “hand to hand” drop off and dismissal procedure. Participants must be dropped off by an authorized adult stated on the child’s Emergency Card. Parent/guardian will sign in their child at **Central Park (designated area)**. No child is to be dropped off unattended in front of the site at any time. An authorized adult listed on the Emergency Card must sign out each child. CSD staff will then retrieve the child from the classroom and hand them off to their parent or authorized adult. Only authorized adults over the age of 18 with proper photo identification will be allowed to pick up a child. Remember that parents will also be required to show photo identification to pick up any participant. If the person cannot provide appropriate photo identification, the child will not be released to that person. All drop-offs and pickups will occur at Central Park. ***Your child's safety is our top priority.*** We thank you in advance for your understanding.
- Drop-off/Pick up
  - RC Learn & Rec – 7:00 am – 7:30 am drop-off, with pick-up from 5:30 pm – 6:00 pm (please note that drop-off must happen between 7:00 am – 7:30 am to ensure children are ready for distant learning at 8:00 am)
  - Youth Afterschool – 2:00 pm, with pick-up from 5:30 pm – 6:00 pm (please note that drop-off must happen between 7:00 am – 7:30 am to ensure children are ready for distant learning at 8:00 am)
  - Teen Learning Lab – 7:00 am – 7:30 am drop-off, with pick up OR teen self-sign-out at 3:00 pm. (please note that drop-off must happen between 7:00 am – 7:30 am to ensure teens are ready for distant learning at 8:00 am)

Participants registered in Teen Learning Lab may sign-in & sign-out with a waiver signed by a parent/guardian.



- Parents/guardians dropping off and picking up participants must wear a face covering.
- Participants **must** wear a face covering while participating. There will be masks breaks while outside and maintaining social distancing.
- CSD staff will check the temperature of each participant upon entry.
- Participants are responsible for their personal belongings. CSD staff nor the City of Rancho Cucamonga are responsible for lost, stolen, or damaged items.
- CSD Staff will ensure your child is working during their scheduled Zoom time. However, the child is responsible for their work, CSD Staff will assist when appropriate.
- The program(s) will offer structured activities, supervised free time and outdoor activities. Outdoor activities may be limited due to inclement weather, school (Zoom) schedules, etc. Outdoor activities will be conducted at the discretion of City staff.
- CSD staff will make every effort to comply with San Bernardino County Department of Public Health, California Department of Public Health and the Centers for Disease Control and Prevention (CDC) order(s), including maintaining the 6-foot physical distancing for all children (**See COVID-19 section**).
- Your child should come dressed comfortably and ready for a day of activities. Please **do not** have your child wear sandals, flip flops or open-toed shoes. Closed-toed shoes are required.
- A space/cubby will be assigned for each participant to safely store personal belongings. The space/cubby will be for participants backpacks, jackets, food and water.
- The maximum number of children per class is ten (10) participants with two (2) staff. Teen Learning Lab is ten participants with one (1) staff.
- The minimum for each program is ten (10) participants. If the minimum is not met, the children registered in that class will either be issued a refund or be given the option to move to an alternate class/site in which there is space available.
- Please do not bring your child if any member of your household including the child, has had a fever, cough, or shortness of breath in the last 24 hours, or if the child has been in contact with anyone who has tested positive for the novel coronavirus (COVID-19) within the last two weeks.



### CSD Staff to Parent Communication

- RC Learn & Rec information will be communicated at time of drop-off/pick-up, via email and/or through a phone call. Please make sure the best number and email is listed on your ACTIVENet city account. It is the responsibility of the account holder to provide a current email address and phone in order to receive phone calls and email information.

### Breakfast, Lunch, Snacks and Drinks

- Participants must bring their own breakfast, lunch, additional snacks (if needed) and water. Food must be brought in a container with a cold pack with the participant's name listed on it and stored with their personal items (no refrigeration or heating of meals is available).
- Nutritious snacks, meals and beverages are encouraged.
- Only disposable eating utensils and dishes may be used.
- Tables will be cleaned and sanitized before and after each use.
- Countertops and other storage areas will be cleaned and sanitized after each use and daily.

### Cleaning, Sanitizing and Disinfecting Requirements

- Areas that are used for homework, virtual learning and/or activities will be cleaned, sanitized and disinfected regularly.
- Hand washing sinks and faucets will be cleaned and disinfected after every use.
- Drinking fountains will not be utilized. Participants are encouraged to bring water or a reusable water bottle.
- CSD staff is trained on how to disinfect and sanitize all surfaces of the facility with a professional fogger every evening.
- Countertops will be cleaned and disinfected throughout the day.
- Floors will be cleaned and disinfected daily.
- Door and cabinet handles will be cleaned and disinfected daily.





- Mats, chairs and benches will be cleaned and disinfected daily.

## Policies and Procedures

**Medication(s):** CSD staff and/or volunteers are prohibited from dispensing medication without a doctor's prescription and a medical information form completed and signed by the parent/guardian.

All participants are required to have a parent/guardian read and sign the Parent/Guardian Acknowledgement Form. **The Parent/Guardian Acknowledgement Form is to be turned in to CSD staff on the first day a participant attends RC Learn & Rec along with the Emergency Card.**

**Lost and Found:** Please check the lost and found every day for any belonging's child/children may have misplaced. Due to health issues and limited space, lost and found items will be cleared out and donated weekly. **CSD staff is not responsible for any lost or damaged personal items.**

**Late Pick-Up Policy:** If child is not picked up by designated pick up time a late fee will go into effect immediately. The fees are as follows: 1-15 minutes late = \$10 and \$1 for each additional minute thereafter. If a parent/guardian is running late, it is imperative that they call Central Park and let CSD staff know when they'll be arriving. A call does not dismiss parents/guardians from having to pay the late fee. The clock at the program site determines late time. Repeated late pick-ups may result in a child being removed from the program.

**Emergency Card:** Participants are required to have a completed Emergency Card on file. Emergency Cards are due on the first day of RC Learn & Rec. Please document all medications, allergies or other conditions that should be brought to CSD staff attention. **Please note any food restrictions on the emergency card as well.**

The Emergency Card authorizes emergency medical treatment for a child and designates adults that can pick a child up from RC Learn & Rec. **Parents/guardians MUST list themselves on the emergency card as well!**

## Emergencies/Illness

**COVID – 19:** Children will be monitored throughout the day for signs that they may be displaying symptoms known to be related to COVID-19. If a child is displaying signs related to COVID-19 the child will immediately be separated from his or her group and taken to the rest/sick room. The child's parent will be called and asked to pick up their child. Before the child can be reinstated to the program the parent will need to provide proof that the child does not have COVID-19, or the child will not be reinstated to the program for 14 days. Supervisor must approve child's reinstatement to program.

**Non-Emergency:** In a non-emergency situation (i.e. sick child, minor injuries, etc.) the parent/guardian will be notified immediately. In some cases, the parent/guardian may be called for assistance. For the safety of all children, CSD staff reserves the right to send a sick child home and not permit them to return until accompanied by a medical notice indicating that they may safely participate in the program.





**Emergency:** In case of a severe injury or illness, the parent/guardian or persons listed in order on the Emergency Card will be called immediately. If emergency medical treatment is necessary, the CSD staff will call the paramedics (even if a parent/guardian cannot be reached). The Emergency Card authorizes a child to be treated by emergency medical personnel. Parents/guardians are responsible for all ambulance and medical costs.

**Contagious Illness, Disease or Condition:** If child is ill, we ask that they stay home. If a child contracts a contagious illness or condition (i.e. chickenpox or lice) contact the office immediately. Parents/guardians are then required to supply CSD staff with a doctor's note prior to child returning to the program. All contagious disease and illness issues are handled confidentially and are addressed on a case-by-case basis. All parents/guardians will be notified if there is a contagious illness, disease, or condition via email and/or phone call with the information provided in ACTIVEnet city account.

## Preventing the spread of COVID-19

CSD staff will follow all guidelines and directives, recommend by the San Bernardino County Department of Public Health, California Department of Public Health and the Centers for Disease Control and Prevention (CDC).

- Conduct temperature screenings
- Implement social/physical distancing strategies
- Wash and sanitize supplies before being shared
- Maintain adequate ratio of CSD staff to participants (ratio 10:2 or 10:1)
- CSD staff and participants are required to wear face coverings
- Wash hands often with soap and water
- Clean and disinfect frequently touched surface

## COVID-19 Guidelines

- CSD staff will assess facilities to ensure that proposed activities can be conducted with necessary physical distancing prescribed by San Bernardino County Department of Public Health, California Department of Public Health and the Centers for Disease Control and Prevention (CDC).
- Prior to arriving to the program site, staff, participants and parents must perform a self-conducted health screening by taking their temperature to ensure that they do not have a fever of 100.4°F or higher. They must also ensure that they do not have symptoms of COVID-19 as outlined by the CDC. If a CSD staff member has a fever of 100.4°F or higher or exhibits any symptoms of COVID-19, they must not report to the program site and should contact their supervisor.
- Upon arrival, program CSD staff must receive a health screening, which includes taking their temperature with a no-touch thermometer. CSD 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. CSD staff should enter their temperatures into the daily log online.
- Check-in/check-out area will be located outdoors and sufficiently spaced and marked so that participants and parents/guardians can line up six feet apart.



- Sinks for handwashing and hand sanitizer will be available to participants and CSD staff for use. An hourly handwashing/sanitizing schedule will be monitored by staff.
- A primary resting/sick room will be established to keep participants and/or CSD staff that develop symptoms during programming distance from others.
- Children will have breaks for a morning snack, lunch, and afternoon snack. CSD staff requests that children not bring food that needs to be heated. Please note all food restrictions or allergies on the Emergency Card. All meals/snacks and beverages must be labeled and provided by parent/guardian; please note that food will **not** be available onsite. Breakfast, lunch and snack areas will be set-up to provide six feet of separation between each participant.
- If siblings are in the same group, they may have lunch at the same table. Lunch and snack areas will be disinfected and sanitized by CSD staff after each use.
- Participants will remain with the same group each week. Rotation of areas will only be performed if the area is cleaned and sanitized prior to another group utilizing the area.
- Visible signage will advise participants that they should: avoid entering the facility if they have a cough or fever; wear a face covering; maintain a minimum of six-foot distance from one another; and not engage in any unnecessary physical contact.
- Upon arrival, participants will receive a health screening, which includes taking their temperature with a non-contact thermometer. Participants must not have a temperature of 100°.4 F or higher and will be asked to confirm that they do not have any of the symptoms that the CDC has indicated are symptoms of COVID-19.
- CSD staff conducting health screenings must wear a facial covering and disposable non-latex gloves (if available). The same gloves may be used to conduct all health-screening checks provided this task is uninterrupted if no other surfaces were touched for the duration of the health screening- process.
- Sites **may** be closed for a 24-hour period following a presumed positive and positive COVID-19 case so the incident can be evaluated, and the contact tracing form is reviewed.
- The Community Services Department will notify the Public Works Department immediately of the case and disinfection should commence.
- Grouping exposure will be reviewed and either the entire group/facility (s) will be closed based on the contact tracing findings.
- If a group is closed, the City of Rancho Cucamonga Community Services, Deputy Director must notify the Community Services Director and PIO.



- Parent notification should be distributed via ACTIVENet or via email for the groups that might have been exposed but with no direct contact as informational only. The group (s) that will close due to exposure due to possible direct contact will receive a letter outlining the date of exposure and when group is to re-open.
- Parent/guardians must update their emergency contact information regularly so site CSD staff can get in touch quickly if they need to. When a participant does show signs of illness, they will need to be picked up immediately. Participants/CSD staff who develop symptoms of illness after drop-off during programming will be separated from others right away, preferably in a resting area through which others do not enter or pass. The participants/CSD staff should remain in resting area until they can go home. The Department has specific reporting requirements it must adhere to in matters involving sick participants and CSD staff under the COVID-19 guidelines. Each situation involving an ill participant/CSD staff will be handled on a case-by-case situation.

Steps that will be taken if a child or CSD staff tests positive for COVID-19?

- Identify children or CSD staff and/or who may have had close contact with the ill individual for more than 15 minutes or those who may have had unprotected direct contact with body fluids or secretions of the ill individual starting from two days (48 hours) before symptoms appeared. Body fluids or secretions include saliva, sputum, nasal mucus, vomit, urine or diarrhea. These people should home-quarantine for 14 days from the date of the contact. Please note, for confidentiality purposes, the name of the individual who may have COVID will not be shared.
- If any adults or child develop symptoms while in quarantine, they should follow the return to work guidelines (7 days after symptoms started AND 3 days after fevers have resolved and symptoms improved.). A doctor's note is not needed to return to the center.
- If the site learns of a confirmed case of COVID-19 with potential exposure of CSD staff or participants, the Department may contact the Public Health assigned liaison for consultation and guidance before communicating with all CSD staff and families.
- Note that while all parents/CSD staff should be informed of a confirmed case of COVID-19 who is connected to the facility, it is not legal to share the name of the infected individual. It may not be hard for children or CSD staff to guess who the person is, but that is different from an intentional release of private medical information about someone.

Are there other reasons a participant or CSD staff should stay home or get sent home?

- While the virus may be most contagious when the infected person is clearly ill, some individuals may infect others even when they don't have obvious symptoms or any symptoms at all. Given that risk, participants who have been exposed to someone who has respiratory illness should remain home for 14 days to see if they also develop symptoms of illness. Home quarantine of an exposed person reduces the chance of spread to other participants and staff. If no symptoms appear within



14 days, the child/CSD staff **may** return to the program after 14 days and symptom-free.

- If a participant/staff, for any reason, shares they are not feeling well, they should be sent home from RC Learn & Rec and remain home for at least 24-hours for monitoring. The participant/CSD staff may return to RC Learn & Rec if they are symptom and fever-free, after 24-hours.
- A COVID-19 Intake form is to be signed by parent/guardian on a weekly basis. Participants may not participate if this form is not signed and submitted by the first day of programming.

### Equipment Requirements

CSD staff will minimize touchpoints between CSD staff and participants and utilize established processes to clean and sanitize equipment and surfaces between touches wherever possible. Toys and equipment that cannot be cleaned and sanitized will not be used.

- Children's books and other paper-based materials are not considered high risk by the CDC for transmission but do require additional cleaning to be proactive in standards of disinfecting and sanitization.
- Each participant **must** provide their own set of basic supplies which are to be labeled and, in a box, or bag (crayons, glue stick, pencils, pens, markers, etc.) to be kept on-site in individual plastic containers.
- Participants must provide their own laptop, charger and headphones. All items must be labeled with participant's name. Participants are responsible for wiping down their own equipment.
- Toys, equipment and games will be cleaned, sanitized and disinfected at the beginning of the day, end of the day and when used by different participants.

### Staffing Requirements

Prior to conducting program activities, the program coordinator must ensure that they have enough CSD staff to ensure that proper social/physical distancing occurs throughout the day. CSD staff is required to report absences and tardiness to the Community Services Supervisor. They must also have a plan to ensure appropriate staff/participant ratio if a CSD staff is identified to have COVID-19 symptoms during the health screening or becomes symptomatic during the day.

- Upon arrival, CSD staff will have their temperature checked and complete an informal health screening of answering a set of questions, such as "Do you feel sick?" This health screening will also ask questions confirming if the CSD staff member has exhibited any other symptoms of COVID-19 as outlined by the CDC.
- CSD staff must be available to co-lead a program group of 10 or fewer participants. The participants in a group must remain with that group each day and cannot be moved from one group to another. The current target for a program group is 10 participants.



- CSD staff must wear all required PPE to ensure both participant and staff safety. They must wear a mask (covering mouth and nose) during all program activities. Reusable masks must be disinfected daily.

## RC Learn & Rec Rules for Participants

RC Learn & Rec Policies, Rules and Regulations are established so participants and CSD staff have an enjoyable and safe experience.

- All participants will follow directions given by the CSD staff.
- All participants will follow CDC Guidelines and wear a mask when inside the building.
- All participants will show respect and a positive attitude to all fellow participants and CSD staff.
- All participants will always keep their hands and feet to themselves.
- Pushing, shoving, hitting, kicking, etc., will not be tolerated.
- Name-calling and foul language will not be tolerated.
- Electronic games and devices are NOT permitted at any RC Learn & Rec program. Children can bring cell phones; however, they cannot use them in case of an emergency.
- Personal items must have child's name written on them. **RC Learn & Rec will not be held responsible for lost/stolen personal items.**
- Weapons or **ANY** toy that looks like a weapon is not allowed at RC Learn & Rec and will be confiscated and given to the parent at sign out.
- Sharing or trading lunches is not allowed.
- Participants must walk and use their indoor voices inside the building.
- Most importantly, participants MUST HAVE FUN!

*We ask that you encourage these rules at home.*

## RC Learn & Rec Discipline Policy

### Discipline Philosophy

CSD staff strives to meet the needs of children in our care without ignoring the demands of any one individual. It becomes necessary when organizing a large group of participants to set limitations and guidelines for proper behavior. The overall safety of the participants is always the highest concern to maintain a safe and fun environment.



### **Adjustment Steps**

Minor incidences of disruptive behavior are usually handled immediately by talking to the child about the expected behavior of RC Learn & Rec. When disruptive behavior occurs, the following steps are taken:

#### **Step 1– Reasoning**

Every effort is made to help the child understand the acceptable behaviors and rules at RC Learn & Rec and how to resolve conflict. Depending on the severity of the behavior a, “Tomorrow’s a New Day” report may be filled out to inform the parent/guardian when the child is signed out. The report is a brief description of the incident and the action taken.

#### **Step 2– Removal from a Specific Activity- “Redirection”**

If reasoning does not redirect the unwanted behavior, the child will be moved to another activity. A parent/guardian is notified of child’s behavior and CSD staff’s attempts at the redirection. At this time a, “Behavior Modification Report” will be filed and given to the parent/guardian at pick up.

#### **Step 3– Child/Parent/CSD Staff Conference**

At this time, the parent/guardian becomes formally involved in the disciplinary process. The CSD staff and a parent/guardian will discuss which specific behaviors need to be addressed with the child. A “Positive Behavior” agreement will be drafted outlining which specific behaviors need to be altered and a time frame for these goals to be achieved.

#### **Step 4– Removal from the Program**

This occurs in cases of repeated or severe behavioral problems. CSD staff will do their best to work with the parent/guardian and the child to overcome any difficulties. However, CSD staff reserves the right to remove any child from the program when their behavior causes continuous disruption to the program and/or other participants.

**Behavior Exceptions in Effect at all Times** - For cases such as but not limited: to bullying, biting, hitting, spitting, or foul language to any child or CSD staff person, the parent/guardian will be notified immediately for pick up. Participants that exhibit harmful or destructive behavior will be sent home. Refunds are not issued for participants sent home because of inappropriate behavior. CSD staff is confident that with the rules that have been established and with the support of all parents in enforcing proper behavior, all participants and CSD staff will have a safe and positive experience.



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## RC Learn & Rec Parent/Guardian Acknowledgement Form

Please sign the Parent/Guardian Acknowledgment Form and Emergency Card, no later than your child's first day of RC Learn & Rec Program.

\_\_\_\_\_  
Child's Last Name

\_\_\_\_\_  
Child's First Name

I certify that I have read the Parent and Participant Handbook in its entirety. I also acknowledge that I understand and agree to abide by all guidelines and procedures of the RC Learn & Rec, Afterschool and Teen Learning Lab program(s) including, but not limited to, the following:

- All participants must be signed in and signed out by the authorized adult that is stated on the child's Emergency Card. All authorized adults, including parents/guardians must present proper identification when picking up a child.
- CSD staff are not responsible for any lost or damaged personal items. Your child's name must be written on all personal items. Please check our Lost and Found Box during sign out for misplaced items.
- RC Learn & Rec closes at 6:00 p.m., Monday through Friday. If a participant is picked up after the closing time, a late fee will be charged. I understand that I am responsible for paying all late fees within 24 hours of its occurrence. Participant cannot return to RC Learn & Rec until all late fees are paid.
- Refunds will only be given if withdrawal is done 2 weeks before the start of each new week.
- It is also important that you disclose any indication of having been exposed to COVID-19, or whether your child has experienced any signs or symptoms associated with the COVID-19 virus.

\_\_\_\_\_  
Parent/Guardian - Print Name

\_\_\_\_\_  
Parent/Guardian - Signature

\_\_\_\_\_  
Date



## RC Learn & Rec Emergency Card

Child's Name \_\_\_\_\_ Age \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**PARENT/GUARDIAN #1** \_\_\_\_\_

**PARENT GUARDIAN #2** \_\_\_\_\_

Primary Phone (\_\_\_\_) \_\_\_\_\_

Primary Phone (\_\_\_\_) \_\_\_\_\_

Secondary Phone (\_\_\_\_) \_\_\_\_\_

Secondary Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

### Emergency Contact

Individuals we can contact if you cannot be reached (in order) **and ONLY** those authorized to pick-up your child

Contact #3 \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Relationship \_\_\_\_\_

Contact #4 \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Relationship \_\_\_\_\_

Contact #5 \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ Relationship \_\_\_\_\_

### Conditions Requiring Special Emergency Care

Asthma: ☐YES ☐NO Diabetes: ☐YES ☐NO Epilepsy: ☐YES ☐NO ADD: ☐YES ☐NO

ADHD: ☐YES ☐NO Autism: ☐YES ☐NO Developmentally Disabled: ☐YES ☐NO Other: \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Currently Under a Physician's Care: ☐YES ☐NO

Medical need being treated \_\_\_\_\_

Allergies \_\_\_\_\_

Medications (including dosage) \_\_\_\_\_

Hospital \_\_\_\_\_

### Permission for Teen Learning Lab Sign-in/Sign-out

☐ I give permission for my teen to  
Sign themselves in & out of the program

☐ Permission to ONLY  
sign themselves in

☐ Permission to ONLY  
sign themselves out

### Medical Release

I do hereby give permission for any certified emergency personnel, or health care professional to administer any type of medical treatment he/she deems necessary to the above-named child in case of emergency if I cannot be contacted. I understand that the City, its agents, and employees assume no financial obligation or Liability for the immediate medical treatment that they may provide for the child.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date



## RC Learn & Rec Child Intake Form

Dear Parents/Guardians,

This disclosure form seeks information from Parents/Guardians regarding your child that the City of Rancho Cucamonga, Community Services Department must consider before admission is accepted for your child to attend the RC Learn & Rec program given the circumstances of COVID-19.

As you are aware, a weak or compromised immune system can put your child at greater risk for contracting COVID-19. Please disclose any condition that may compromise his/her immune system to the check-in staff. We may determine, in your child's best interest, they do not attend RC Learn & Rec today and/or other days.

It is also important that you disclose any indication of having been exposed to COVID-19, or whether your child has experienced any signs or symptoms associated with the COVID-19 virus.

	Yes	No
Has your child had a fever in the last 72 hours above 100.4 °F?		
Has your child taken any fever-reducing medication in the past 24 hours?		
Has your child experienced shortness of breath or had trouble breathing in the last 72 hours?		
Does your child have a dry cough?		
Does your child have a runny nose?		
Has your child recently lost or had a reduction in their sense of smell?		
Does your child have a sore throat?		
Does your child have flu-like symptoms?		
Has your child been in contact with someone who has tested positive for COVID-19, or been in contact with someone who has COVID-19 symptoms?		
Has your child tested positive for COVID-19?		
Has your child been tested for COVID-19 and are awaiting results?		
Has a household member been tested for COVID-19 and are awaiting results?		
Has your child or household member traveled outside the United States by air or cruise ship in the past 14 days?		
Has your child or household member traveled within the United States by air, bus or train within the past 14 days?		

I fully understand and acknowledge the risks and cautions regarding a compromised immune system as it pertains to my child and have disclosed to the City of Rancho Cucamonga RC Learn & Rec Program any conditions in my child's health which may result in my child not being admitted to RC Learn & Rec.

By signing this document, I, parent/guardian of \_\_\_\_\_ acknowledge the answers I have provided above are true and accurate.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date