



# RC LEARN & REC PARTICIPANT HANDBOOK & REGISTRATION PACKET





TABLE OF CONTENTS

WELCOME ..... 3

PROGRAM DESCRIPTIONS ..... 3

    FULL-DAY

    HALF-DAY AFTERSCHOOL

    TEEN LEARNING LAB

PROGRAM INFORMATION ..... 3 - 5

    RC LEARN & REC STAFF

    FACILITY INFORMATION

    REGISTRATION INFORMATION

    FEES

    REFUND POLICY

    PROGRAM DAYS, GRADES AND TIMES

    DAILY SCHEDULE - SAMPLE

PROGRAM GUIDELINES/INFORMATION ..... 6 - 7

STAFF TO PARENT/GUARDIAN COMMUNICATION ..... 7

BREAKFAST, LUNCH, SNACKS AND DRINKS ..... 7

CLEANING, SANITIZING AND DISINFECTING REQUIREMENTS ..... 8

POLICIES AND PROCEDURES ..... 8

    MEDICATION

    LOST AND FOUND

    LATE SIGN-OUT

    EMERGENCY CARD

EMERGENCIES/ILLNESS ..... 9

PREVENTING THE SPREAD OF COVID-19 ..... 9

COVID-19 GUIDELINES ..... 10 - 12

EQUIPMENT REQUIREMENTS ..... 13

RC LEARN & REC PROGRAM RULES FOR PARTICIPANTS ..... 13

RC LEARN & REC PROGRAM DISCIPLINE POLICY ..... 14



## Welcome!

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

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 are subject to change.**

## RC Learn & Rec Program Descriptions

- **Full-Day Childcare** – includes distance learning, socialization and recreation activities.
- **Half-Day Youth Afterschool** – includes homework assistance, socialization and recreation activities.
- **Teen Learning Lab** – three-quarter day to include distance learning support and reliable Wi-Fi.

## RC Learn & Rec Community Services Coordinator Staff

- Full Day RC Learn & Rec (909) 774-2304
- Half Day Youth Afterschool (909) 774-2323
- Teen Learning Lab (909) 774-2363
- RC Learn and Rec Contact – Cell Number 909.477.1267

## Facility

Facility/Location	Address	Phone Number
<b>Central Park</b> Gold S. Lewis Community Center James L. Brulte Senior Center	11200 Base Line Road	(909) 477-2780



## Registration

- Registration began 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) participants per room/per group.
- It is encouraged that you register two (2) weeks prior to each start date. However, you may register for multiple weeks in advance.
- For more information, please call (909) 477-2765 - Monday – Friday 7:00 am to 6:00 pm.

## Fee(s)

- Full Day Childcare Options:
  - 2 Days (Monday, Wednesday or Tuesday, Thursday) – Resident: \$100 / Non-Resident \$113 per child
  - 3 Days (Monday, Wednesday and Friday) – Resident: \$150 / Non-Resident \$163 per child
  - 5 Days (Monday – Friday) – Resident: \$150 / Non-Resident \$163 per child
- Half-Day Youth Afterschool Options:
  - 2 Days (Monday, Wednesday or Tuesday, Thursday) – Resident: \$50 / Non-Resident \$63 per child
  - 3 Days (Monday, Wednesday and Friday) – Resident: \$75 / Non-Resident \$88 per child
  - 5 Days (Monday – Friday) – Resident: \$125 / Non-Resident \$138 per child
- Teen Learning Lab Options:
  - 2 Days (Monday, Wednesday or Tuesday, Thursday) – Resident: \$28 / Non-Resident \$41 per child
  - 3 Days (Monday, Wednesday and Friday) – Resident: \$42 / Non-Resident \$55 per child
  - 5 Days (Monday – Friday) – Resident \$70/ Non-Resident \$83 per child
- All registration fees will have a non-refundable service fee added.
- Full registration and service fees are due at the time of registration.

## Refund Policy

To receive a full refund requests must be made no later than two (2) weeks in advance via email. Registration paid with a credit/debit card is refunded within one week and applied to the card used.



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
Half-Day 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 issued.

Daily Schedule

Full-Day Childcare

Sign-in 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  
 & Sign-out

Teen Learning Lab

Sign-in 7:00 am – 7:30 am  
 \*Virtual Learning 8:00 am – 2:00 pm  
 Sign-out 2:00 pm – 3:00 pm

Half-Day Youth Afterschool

Sign-in 2:00 pm – 2:30 pm  
 School Assistance/Support 3:00 pm – 4:00 pm  
 Recreation Activities/Crafts 4:00 pm – 6:00 pm  
 & Sign-out

\*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.
- Participants must be able to use the restroom without assistance from CSD Staff. Disposable type undergarments are not allowed.
- CSD Staff are assigned to assist with homework and are not responsible for teaching curriculum.
- Groups will be determined by age/grade depending on the number of registered participants for each group i.e. 1st grade, 2nd – 3rd grade and 4th – 6th grade. Siblings may or may not be placed in the same group also dependent of the number of participants who register. If only the minimum number (10) is met, then participants will be placed in one group regardless of age/grade.
- Participants must be signed in and out by an authorized adult stated on the participant’s Emergency Card. Parent/Guardian or authorized adult will sign-in their child at the designated area. Participants may not be dropped off unattended in front of the site at any time. An authorized adult listed on the Emergency Card must sign out each participant. CSD Staff will then retrieve the participant from the classroom and hand them to their parent/guardian or authorized adult. Only authorized adults over the age of 18 with proper photo identification will be allowed to pick up a child. Please note parents/guardians will also be required to show photo identification to pick up their child(ren). If appropriate photo identification cannot be provided, participant will not be released. Your child's safety is our top priority. We thank you for understanding.
- Sign-in/Sign-out
  - Full-Day Childcare – 7:00 am – 7:30 am sign-in, with sign-out no later than 6:00 pm (please note that sign-in must happen between 7:00 am – 7:30 am to ensure participants are ready for distant learning at 8:00 am).
  - Half-Day Youth Afterschool – 2:00 pm, with sign-out no later than 6:00 pm.
  - Teen Learning Lab – 7:00 am – 7:30 am sign-in, with sign-out OR teen self-sign-out no later than 3:00 pm. (please note that sign-in must happen between 7:00 am – 7:30 am to ensure participants are ready for distant learning at 8:00 am). **Participants registered in Teen Learning Lab may sign themselves in and out with a waiver signed by a parent/guardian.**
- Parents/Guardians or authorized adult signing in/out participants must wear a face covering.
- Participants must wear a face covering while participating in the program. Face covering will take place while outside maintaining social distancing.



### Program Guidelines/Information - Continued

- CSD Staff will check the temperature of each participant upon entry.
- Participants are responsible for their personal belongings. The City of Rancho Cucamonga nor CSD Staff are NOT responsible for lost, stolen or damaged items.
- CSD Staff will ensure each participant is working during their scheduled on-line instruction time. The participant is responsible for their work. CSD Staff will assist when appropriate.
- The RC Learn & Rec Programs will offer structured activities, supervised-free time and outdoor activities for participants. Outdoor activities will be conducted at the discretion of CSD 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 participants (See COVID-19 section).
- Participants should dress comfortably. Please no sandals, flip flops or open-toed shoes.
- A space/cubby will be assigned for each participant to safely store personal belongings.
- The maximum number of participants per class is ten (10) with two (2) CSD Staff. Teen Learning Lab is ten participants with one (1) CSD Staff.
- Participants will not be permitted to attend the RC Learn & Rec Programs if they, or any member of their household, has had a fever, cough, or shortness of breath within the last 24 hours, or if the participant has been in contact with anyone who has tested for COVID-19 within the last two weeks.

### CSD Staff to Parent/Guardian Communication

- RC Learn & Rec Program information will be communicated at time of sign-in/out, via email and/or phone call. Please make sure all current contact info is correct and listed on your ActiveNet account and Emergency Card.

### Breakfast, Lunch, Snacks and Drinks

- Participants must bring their food, snacks, and drinks, since there will be no snack bar onsite.
- Food must be in a container with the participant's name listed on it. No refrigeration or heating of meals will be available.



## Cleaning, Sanitizing and Disinfecting Requirements

- High touch surfaces such as, tables, chairs, door handles, countertops, faucets, etc. will be disinfected regularly throughout the day.
- Drinking fountains will not be utilized. Participants are encouraged to bring water or a reusable water bottle.
- CSD Staff will disinfect and sanitize all surfaces of the facility with a professional cleaning solution every evening.
- Floors will be cleaned and disinfected daily.

## Policies and Procedures

- **Medication(s):** CSD Staff is prohibited from dispensing medication without a doctor's prescription and a Medical Information Form completed and signed by the parent/guardian.
- **Lost and Found:** Due to COVID-19, lost and found items will not be left in the participants cubby until the end of the week. Items left at the end of the week will be thrown out. **CSD Staff is not responsible for any lost or damaged personal items.**
- **Late Sign-Out:** If participant is not signed out by designated pick up time a late fee will be applied. The fees are as follows: 1-15 minutes late = \$10 and \$1 for each additional minute thereafter. If a parent/guardian or authorized adult 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 or authorized adult from having to pay the late fee. The room clock determines late time. Repeated late pick-ups may result in a participant being removed from the program.
- **Emergency Card:** The Emergency Card authorizes emergency medical treatment for a participant and authorized adult that can sign-out a participant from the RC Learn & Rec Program. Parents/Guardians MUST list themselves on the emergency card as well! Participants are required to have a completed Emergency Card on file.

**The Parent/Guardian Acknowledgement Form and Emergency Card are to be completed and turned in to CSD Staff the first day the participant attends RC Learn & Rec Program. To limit contact, parents/guardians may email the form to [Youth@cityofrc.us](mailto:Youth@cityofrc.us).**





## Emergencies/Illness

- COVID – 19: Participants will be visually monitored throughout the day for symptoms related to COVID-19. If a participant is displaying any COVID-19 related symptoms they will be separated from their group and the parent/guardian will be called for immediate pick up of the participant. *Reinstatement to the program will require proof of a negative COVID-19 test.*
- 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, CSD Staff will call the paramedics (even if a parent/guardian cannot be reached). The Emergency Card authorizes a participant to be treated by emergency medical personnel. Parents/Guardians will be responsible for all ambulance and medical costs.
- Contagious Illness, Disease or Condition: If participant is ill, we ask that they stay home. If a participant 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 on the Emergency Card.
- Non-Emergency: In a non-emergency situation (i.e. sick child, minor injuries, etc.) the parent/guardian will be notified. For the safety of all participants, CSD Staff reserves the right to send a sick participant home and not permit them to return until accompanied by a medical notice indicating that they may safely participate in the program.

## Preventing the Spread of COVID-19

CSD Staff will follow all guidelines and directives, recommended 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
- Clean and disinfect frequently touched surfaces and supplies before being shared
- Maintain adequate ratio of participants to CSD Staff (ratio 10:2 or 10:1)
- CSD Staff and participants are required to wear face coverings
- Wash hands often with soap and water



## COVID-19 Guidelines

- CSD Staff has assessed rooms 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 Central Park, CSD Staff, participants and parents/guardians 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 and must not display symptoms related to 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 displaying symptoms of COVID-19, and/or with a temperature of 100.4°F or higher will be asked to leave the premises and will not be allowed to return until providing a medical release signed by a doctor.
- Sign-in/sign-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 utilized by CSD Staff.
- Participants and/or CSD Staff that develop symptoms related to COVID-19 during programming will be immediately distanced from others in a primary resting/sick station.
- Participants will have breaks for a morning snack, lunch, and afternoon snack. 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.
- 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: wear a face covering; maintain a minimum of six-foot distance from one another; and not engage in any unnecessary physical contact or avoid entering the facility if they have a cough or fever.



## COVID-19 Guidelines – Continued

- 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. Site will reopen once determined by City that it is safe to do so.
- The Community Services Department will notify the Public Works Department immediately of the case and disinfection will commence.
- Grouping exposure will be reviewed and either the entire group/facility(ies) will be closed based on the contact tracing findings.
- Parent/Guardian will be notified through ActiveNet and/or email if any participant were potentially exposed but with no direct contact as informational only. The group(s) that has closed due to possible direct contact will receive a letter outlining the date of exposure and when group is to re-open.

### Steps that will be taken if a participant or CSD Staff tests positive for COVID-19?

- Identify participant and/or CSD Staff 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 a participant or staff develop symptoms while in quarantine in order to return to the program proof of a negative COVID-19 test or 14 days without symptoms. Must be approved by the Youth and Family Supervisor to return to the program.
- If CSD staff 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 participants.



## COVID-19 Guidelines – Continued

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 do not 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 for self-monitoring of symptoms. Home quarantine of an exposed person reduces the chance of spread to other participants and Staff. If no symptoms appear within 14 days, the participant or CSD Staff may return to the program after 14 days and symptom-free.
- If a participant or CSD 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.).
- 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 provided by The City will be cleaned, sanitized, and disinfected at the beginning and end of the day, as well as when used by different participants.

## RC Learn & Rec Program Rules for Participants

RC Learn & Rec Program 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 face covering while participating in the program.
- All participants will show respect and a positive attitude to all fellow participants and CSD Staff.
- All participants must 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. Participants may bring cell phones; however, they can only be used in emergency situations.
- Personal items must have child’s name written on them. The City and CSD Staff will not be held responsible for lost/stolen personal items.
- Weapons or toys resembling weapons are not permitted at RC Learn & Rec Program and will be confiscated and given to the parent/guardian at sign-out.
- Sharing or trading lunches is not allowed.
- Participants must walk and use their indoor voices inside the building.



## RC Learn & Rec Program Discipline Policy

### Discipline Philosophy

The overall safety of the participants is always the highest concern to maintain a safe and fun environment. Setting limitations and guidelines for proper behavior is necessary to meet the needs of participants in our care without ignoring the demands of one individual.

### Adjustment Steps

Minor incidences of disruptive behavior are usually handled immediately by talking to the participant 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 participant 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 participant 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 participant 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– Participant, Parent/Guardian and 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 participant. 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 participant to overcome any difficulties. However, CSD Staff reserves the right to remove any participant 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/guardians in enforcing proper behavior, all participants and CSD Staff will have a safe and positive experience.