



Health and Safety Policies

All parents/guardians **MUST** review and understand the Raccoon Club Program policies. It is important that these policies and rules are reviewed with your child on a regular basis to help reinforce the importance of exposure minimization.

Contact & General Information

Site Phone: (916) 529-1739 (office hours 12:00pm-6:00pm)

Office Phone: (916) 332-7440 (office hours 8:00am-5:00pm)

Email 1: Kelly Jew, Recreation Coordinator: Kelly.Jew@twinriversusd.org

Email 2: Rachel Robertson, Recreation Supervisor: rachel@nhrpd.org

Email 3: Sarah Musser, Recreation Superintendent: sarah@nhrpd.org

Pick-up

Parents will **not** be allowed to enter the classrooms at any point. Parents will arrive the Multi-Purpose room for pick-up and will be greeted by the Site Coordinator. The Site Coordinator will direct parents/guardians to sign-out and radio staff to send the child(ren) to the Multi-Purpose room. Parents/guardians must wear a mask during pick-up.

Late pick-up: Students that are not picked up by 6:00pm could be subject to removal from the program.

Emergency Forms & Authorized Pick-up Person(s)

Forms must be complete and include all information relevant to your child's daily care. If they experience seasonal allergies, have asthma, or anything else that may produce symptoms close to those associated with COVID-19, you are encouraged to put that on there.

Someone **MUST** be available to take a phone call during program hours in case of an emergency, possible exposure, or behavior concerns. If an illness occurs during program, someone must be available to pick-up within one hour of notification.

Temperature Screening & Visual Wellness Checks

Upon arrival and before entering the facility, students will be screened for COVID-19 symptoms.

- Before coming to program, parents/guardians are expected to screen themselves and their child daily
 - Notify the School office if anyone in the household has a temperature of 100.4 degrees Fahrenheit or higher within the last 24 hours.
- All students will be screened using a no-touch thermometer before entering the facility
 - Any student with a temperature of 100.4 degrees Fahrenheit or higher will not be allowed in the facility and will not be allowed to attend program for a minimum of two days
 - They may return the following day but must clear the temperature screening
 - Any student testing close to the 100.4 degrees Fahrenheit threshold will be retested up to two times at the door
 - If their temperature remains close to 100.4 degrees Fahrenheit, they will be tested every two hours to ensure they do not cross the 100.4-degree threshold

- If their temperature tests, at any point in time during the day, above 100.4 degrees, they will be isolated and required to go home
- Wellness questions will be asked upon arrival
 - Has anyone in the household had COVID-19 symptoms or a positive test within the last 24 hours?
 - Have you or anyone in the household had a fever of 100.4 degrees Fahrenheit or higher or experienced the following symptoms within the last 24 hours?
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue (abnormal fatigue)
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea, vomiting, or diarrhea
 - If your child exhibits any of these symptoms your child cannot attend program for a minimum of two days
 - If your child experiences seasonal allergies, asthma, or any other medical condition that exhibits these types of symptoms, please note that on your child's emergency card
 - This is not a qualifying reason to exclude your child from the program

Program Groups & Sizes

Students are split into groups based upon grade level.

- Groups of students will stay together all day and throughout the week
- Student groups will still be expected to follow the social distancing guidelines of maintaining a minimum of three feet of distance
- Staff will be working with the same group of students throughout the week or as often as possible

Social Distancing

Social distancing of three feet or more will be enforced whenever possible

- Students will be reminded throughout the day to practice social distancing
- Signs and floor markers will be placed throughout to give visual reminders to practice social distancing
- Staff will model and enforce social distancing throughout the day
- Student seating and work space will follow social distancing guidelines by maintaining six feet of separation
- Staff will place markings on the floor to promote distancing and arrange seating in a way that minimizes face-to-face contact

Hygiene & Sanitation for Staff & Students

- All staff will be required to wear a cloth face covering at all times
- Students will wear a face coverings at all times throughout the day
- Staff review hand washing and face covering policy every day.
 - Each first day of the week, they spend in depth time discussing the importance of both, how to wash hands including visual techniques, and where to store their masks
- Students and staff wash hands and/or use hand sanitizer frequently including but not limited to
 - Program arrival and departure
 - Before and after activities
 - Before and after lunch
 - Before and after going outside
- Hand sanitizer will be available for students to use throughout the day when handwashing is not possible.
 - The hand sanitizer provided follows all regulations recommended by the CDC, county, and state
- Staff sanitize student spaces between every activity including: tables, chairs, door handles, bathrooms, equipment, light switches, hand sanitizer bottles, etc.
- Staff complete a health screening upon arrival and before entering the building
- Staff sanitize their personal water bottles and phones before entering the program area
- Students have several outdoor activities planned throughout the day to ensure ventilation in the building

Shared Spaces, Supplies, & Equipment

- Multiple toy/game options for each group will be available for students and will be sanitized throughout the day
- Games and activities that do not require close physical contact will be planned and used as often as possible
- Indoor and outdoor play will be staggered so that the number of students in the same area is reduced
- Toys, supplies, work stations, and frequently touch objects (door handles, chairs, tables, etc.) will be sanitized multiple times throughout the day and at the end of each day
- Each student will be given their own basic supplies in a labeled, zip lock bag that they will use throughout the week (crayons, markers, pencil, glue, and scissors). All other reusable supplies will be sanitized between use

Lunch, Snacks, & Water Bottle

- All students will utilize the Twin Rivers Unified School District nutrition program for supper
- Students may choose to bring their own supper as long as they follow the policies listed below
 - Food must be ready to eat
 - Food cannot require refrigeration
 - Food cannot require heating
- Each student must bring a reusable water bottle
 - Due to safety restrictions, water fountains will be unavailable for students
 - Staff provide filtered water from water jugs that they refill student's bottles with

Illnesses at the Program

Students or staff who develop COVID-19 symptoms at a program will be sent home. Symptoms include: fever (100.4 or higher), chills, cough, shortness of breath or difficulty breathing, fatigue (abnormal fatigue), muscle or body aches,

headache, new loss of taste or smell, sore throat, congestion or runny nose (not including seasonal allergies), nausea, vomiting, or diarrhea.

- Students or staff exhibiting these symptoms will be isolated in an isolation space from the rest of the participants until they can go home or be picked up
- All parents must provide contact information of someone who is available during program hours to answer a phone call in case of emergency and or symptoms develop throughout the day
- Students exhibiting symptoms must be picked up within one hour of notification

Medication Policy

No medication (prescription & non-prescription) will be administered to any participant without written approval and specific instructions by a parent/guardian.

Program Attire

Students are required to wear closed-toe shoes to programs. No sandals or flip flops are allowed. If a student arrives without proper attire, parents will be required to pick up their child, or bring proper attire for their child before they can participate in any program activities.

Student Behavior, Rules, & Expectations

- Students must be able to sit and follow instructions
- Students must be able to work within a group setting
- Students must be able to use the bathroom unassisted
- Students must be able to follow social distancing guidelines
- Students must be able to follow program rules (listed below)
 - Hands and feet to yourself
 - Only run in designated activity spaces and outside (when permitted by staff)
 - Respect all staff, students, and yourself
 - Listen and follow instructions
 - Stay with your group at all times
 - All toys, games, electronic equipment are not allowed at any program

Behavioral Management Steps

The following steps are followed by NHRPD staff when a student exhibits behavior that is not in compliance with program rules.

1. Verbal Warning
2. Sit out of activity and have a 1 on 1 discussion with staff
3. Removal from group and sit out of activity
4. Referral write-up and report sent home and/or parent contacted
5. Involve the Recreation Supervisor and/or Recreation Superintendent and possible removal from the program

Personal Items at Programs

Space will be limited so we ask that you keep all nonessential items at home. No toys, books, electronics, games, or other personal items. Bulky bags must be kept to a minimum as students will have limited space to store their items.



**North Highlands Recreation & Park District
Health & Safety Policies
Raccoon Club Program**

*All policies are subject to change.
Updated: 8/4/2021*

Computers and School Supplies

Students are required to provide the supplies provided by TRUSD including: laptop and basic school supplies. **Because students will be working in groups it is important that you provide your student with headphones to wear during the day for class assignments and zoom instruction sessions.**