2020-2021
SCHOOL-YEAR YOUTH PROGRAMS
PARENT HANDBOOK
Policy, Procedure, and Information Packet

El Cerrito Community Center
7007 Moeser Lane, El Cerrito, CA 94530
Phone: (510) 559-7000
Email: recreation@ci.el-cerrito.ca.us
PROGRAM DIRECTORY

RECREATION DEPARTMENT OFFICE

El Cerrito Community Center
7007 Moeser Lane
El Cerrito, CA 94530

recreation@ci.el-cerrito.ca.us
Main Line: (510) 559-7000

LICENSED CHILDCARE SITES:

Fairmont School-Age Childcare Center
715 Lexington Ave
El Cerrito, CA 94530

Coordinator: Anthony Billups
(510) 559-7031 Clubhouse

Harding School-Age Childcare Center
7115 "C" Street
El Cerrito, CA 94530

Coordinator: Lila Banuelos
(510) 559-7030 Clubhouse
(510) 806-5959 Site Phone

Madera School-Age Childcare Center
1500 Devonshire
El Cerrito, CA 94530

Coordinator: Sheryl Shute
(510) 215-4392 Clubhouse
(510) 806-5962 Site Phone

RECREATIONAL PROGRAM SITES:

Arlington Clubhouse
1120 Arlington Blvd.
El Cerrito, CA 94530

Supervisor: Eden O’Brien-Brenner
(510) 806-5960 Site Phone
edo@ci.el-cerrito.ca.us

Casa Cerrito
6927 Portola Drive
El Cerrito, CA 94530

Coordinator: Mark Deleon
(510) 559-7032 Site Phone

Castro Clubhouse
1420 Norvell Street
El Cerrito, CA 94530

Coordinator: Jenya Jawad
(510) 806-5961 Site Phone

El Cerrito Community Center
7007 Moeser Lane
El Cerrito, CA 94530

Supervisor: Taylor Melton
(510) 559-7004
tmelton@ci.el-cerrito.ca.us
PROGRAM GOALS
Reflecting the 2020-21 WCCUSD school year model, the El Cerrito Recreation Department has adapted our School-Year Youth Programs model to help meet the care needs of our community. Following guidance from the state and county health offices, this new program model centers around the best practices for providing childcare during the COVID-19 pandemic. Though the look and feel of our new program may be different than what families are used to, we remain dedicated to providing services that focus on the health and safety of students and staff, as well as allows our community to receive essential childcare services—all while still providing plenty of FUN: Friends, Unity, and New Experiences!

PROGRAM MODEL
The first Fall Session will run from Monday, 8/24/20 through Thursday, 10/29/20. Programs will operate Monday through Thursday and be closed on Fridays. Families will be required to commit to the entire session. We are offering different options of school day and/or afternoon supervision for elementary age students. Different pods will be spread out amongst City facilities and limited to groups of 12 or less students with dedicated City staff and instructors. These pods will stay outside for most of the time, including for distance learning to the extent possible.

Learning Labs will take place during the school day and provide a supervised environment where students can spend time with peers and focus on their distance learning. While there will be some activity and recess time, the majority of this time is designed to allow students the opportunity to complete virtual schoolwork with the support of their own teachers and schools. Staff are trained in safety and supervision but are not trained tutors or educators; they will provide support when possible.

Afternoon Recreation will be offered in conjunction with Learning Labs in some cases for a full day of care, or as its own program for those looking for an afternoon-only option. Afternoon Recreation staff will lead a variety of mostly outdoor activities including sports, schoolyard games, arts & crafts and more.

Similarly, Enrichment Classes will be offered in conjunction with Learning Labs in some cases. These classes will focus on a specific subject, allowing students to delve deeper into the subject matter. Some enrichments may meet only 2x per week, creating two days with an end-of-school day pick-up and two days with supervision extended a bit later into the afternoon. Others may meet every day.

All Day Care follows a model similar to the daytime learning lab followed by afternoon recreation.
PROGRAM PHILOSOPHY

**Flexibility & adaptability are key:** As circumstances, health orders, and guidance around the COVID-19 pandemic change, our program model will too. Practices, policies and procedures may change throughout the program session, and our staff appreciates your understanding and cooperation. Staff will continue to plan for programming after October to address programmatic changes that will come with daylight savings, changes in weather, and the fluid pandemic situation. Details about future sessions should be available in mid-September.

**Health & safety is more important than ever:** This year, new policies and procedures related to illness prevention and containment will be put into place at each site. This includes but is not limited to health screenings, increased sanitization efforts, use of face coverings, and the requirement of children and staff alike to commit to their program pod and no other “social bubbles” per the Contra Costa County Health Order.

**Children need us to believe in them:** Our staff believe that children learn best when developmentally appropriate programs are intentionally designed to reflect their interests. The foundation of a quality program is based on child development theory and research, and our Coordinators have a strong background in both! Our programs build skills and inspire curiosity, creativity, and innovation. Children are inherently capable and competent. They form an understanding of themselves and their place in the world through their interactions with others and their surroundings.

**Well trained staff are key to our program’s success:** Quality learning opportunities come from well-trained, educated employees who are also caring, nurturing individuals. We believe that staff who are encouraged to share their own expertise and passions will lead activities that will foster the unique talents of the children they care for.

**Our relationship with your family is important:** Connecting with our families, schools and community members provides opportunities to enhance children’s experience. Celebrating the rich diversity of our families and communities helps develop culturally inclusive children who will grow into adults ready to contribute to their diverse world.

**Continuous program improvement matters:** Quality recreational programs have far reaching, positive impact. Seeking new knowledge and learning from others to grow our programs and make them better is always a goal. Input from families helps us continually improve our services.
CITY FEE POLICIES
We establish fees to ensure that these programs are 100% self-supporting, including overhead costs. While we aim to establish fees comparable to private and non-profit organizations in the community, lower student to staff ratios, increased custodial and sanitization support, and the need to be able to continually purchase Personal Protective Equipment (PPE) are resulting in continually rising costs. Lower ratios allow for high quality care and individual attention, but at significantly higher costs.

We accept third party payments from organizations that can subsidize the cost for those families that qualify. Examples include CocoKids at www.cocokids.org or BananasBunch at www.bananabunch.org, and families are encouraged to look into these options.

Payment of program fees will be due at the time of registration. Families will make two partial payments: one at the time of registration, and an automatically charged second payment on September 15, 2020 (with the exception of gymnastics which is paid in-full upfront). There will be no cancellations or refunds provided except for medical reasons supported by a doctor’s note.

IMPORTANT INFORMATION
Modification of Policies: The City of El Cerrito reserves the right to modify any of the policies in this information packet. Families will be notified in writing of any changes via email to the main email address on your account with us.

Right of California State Licensing Agency: The City operates two types of programs: recreation programs that take place at City facilities, and a licensed childcare program that takes place in licensed clubhouses. The California State Licensing Agency has the following authority: to interview children or staff; to inspect/audit child or facility records without prior consent; to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect of inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

Mandated Reporting: The State of California mandates all childcare professionals report any instance of observed or suspected child abuse or neglect of a child, including those reported by the child. Staff are trained in the recognition and reporting of suspected abuse or neglect.

No-Program Days: All Day Care, Learning Labs, Afternoon Recreation, and Enrichment Programs offered in conjunction with Learning Labs will not be offered on Fridays. Additionally, there will be no program on 9/7/20 (Labor Day)
GENERAL PROGRAM GUIDELINES

Pods: All programs will run using a “pod” model. A pod refers to a group of 12 or less students who will remain together for the entire program session, and do not intermix with other pods of students. Each pod will be led by staff or instructors dedicated specifically to that group. Pods, sometimes referred to as “cohorts” or “social bubbles,” can be thought of as your program household. For the health and safety of the children, their families and staff, children may only participate in one pod during the session time frame including non-El Cerrito programs. Families must agree that their student will not participate in organized athletics or other social interactions with groups of children. Your care pod is your only pod. Families are expected to limit travel and social gatherings, as well as follow all active Health Orders and Guidelines as outlined by the Contra Costa County Health Department.

Registration & Emergency Information: Registration will only be accepted online at www.el-cerrito.org/onlinereg. Registration requires a WebTrac account (for more information on creating an account or accessing an existing one, visit http://www.el-cerrito.org/794/Online-Registration-Instructions). All the information on your account, especially contact information, must be kept up to date. El Cerrito Residents receive priority registration. If you are either an El Cerrito Resident who is new to the Recreation Department’s programs or you have recently moved to El Cerrito, you may need to provide proof of residency (such as a utility bill or lease agreement). Proof of residency can be emailed to recreation@ci.el-cerrito.ca.us.

Students attending a pod at a licensed childcare site (Madera, Fairmont, or Harding Clubhouse) will additionally be required to complete state licensing forms. All required forms are available at www.el-cerrito.org/childcare and are due within one business day of online registration. Completed forms can be emailed to recreation@ci.el-cerrito.ca.us or dropped in the mail slot at 7007 Moeser Lane (near the Community Center Hall front entrance).

| El Cerrito Resident Priority Registration: Tuesday, 8/11/20 at 8am |
|-----------------------------|---------------------------------------------------------------|
| Non-Resident Registration:  | Wednesday, 8/12/20 at 8am                                     |
| *Registration Closes:       | Sunday, 8/24/20                                               |

If the program you are interested is full, please add yourself to the waitlist.

We will do our best to open up additional pods if there is enough interest.

*Registrations/late starts may be considered if space allows.

After 8/24, please inquire about registration by emailing recreation@ci.el-cerrito.ca.us.

Cancellations, Transfers & Refunds: Cancellations or transfers will not be permitted during the fall sessions, and no refunds will be provided except for medical reasons supported by a doctor’s note. Cancellation requests due to medical reasons must be made in writing to recreation@ci.el-cerrito.ca.us. Students are required to attend the entire session.

Enrollment Minimums: The City of El Cerrito reserves the right to combine or cancel any programs that do not reach the enrollment minimum. In cases of cancellation, participants will receive a full refund of program fees.

Supervision Ratio: Our ratio of adults to children during pandemic programming is 1:6. There will be some instances where we may operate at a ratio of 1:12 (which is below the state childcare requirement of 1:14).
Playground Dress Code Guidelines: All students will spend most of the program time outdoors, except in instances of inclement weather. If children are too ill to go outside, then they are too ill to attend program. Should it be raining or fall below a specific temperature, and/or staff determine it is necessary, students will be kept indoors. Students should be appropriately dressed for the weather. All students should wear athletic clothing for running around and getting dirty, as well as close-toed athletic shoes. Staff members will use their discretion in determining whether a child is dressed appropriately to play outside in differing weather conditions using the chart below:

<table>
<thead>
<tr>
<th>Temperature Range</th>
<th>Dressing Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above 90 degrees</td>
<td>Children will stay in shaded areas and have mandatory water breaks</td>
</tr>
<tr>
<td>Above 60 degrees - 90</td>
<td>I can choose what I want to wear!</td>
</tr>
<tr>
<td>60 – 51 degrees</td>
<td>I need a jacket or long sleeves, legs covered</td>
</tr>
<tr>
<td>50 – 41 degrees</td>
<td>I need a coat, hat and legs covered</td>
</tr>
<tr>
<td>40 degrees or lower</td>
<td>I need a winter coat, hat &amp; gloves, snow pants and boots</td>
</tr>
</tbody>
</table>

PSPS and/or Poor Air Quality Days: Staff pay close attention to air quality daily. The following criteria are applied to programs:
- Air is “green or yellow” at 0-99 particulates: children may remain outdoors and play freely.
- Air is “orange” or 100-150 particulates: children will remain indoors for most of the time and may take short outdoor breaks that do not include intense physical exercise.
- Air is “red” at 150-199 particulates: children must remain completely indoors, and decisions may be made to close the program for the day.
- Air is “dark red/purple” at over 200 particulates: programs will close.

If a PSPS goes in effect and power is not available at a site, that site will close for the day. If any site has a water shut off, due to a PSPS or otherwise, program will have to close at that site until water can be restored.

What to Bring: Students should arrive in freshly laundered layered clothes, bathed, and with hands washed immediately prior to entering your car to transport to program. In a labeled backpack bring: 2 clean face coverings that can stay attached to your child’s body at all times, 3 full water bottles, 1-2 hats, sunscreen (please apply at home first), 2-3 nut-free snacks, and a nut-free lunch (exception: Afternoon Recreation). Students should additionally bring project supplies including markers, crayons, scissors, and a glue stick. If possible, please send your student with a comfortable folding chair or beach chair that can stay at the program for daily use.

Distant Learning Needs: Students should bring all supplies needed to complete distance learning including laptop/tablet devices with hotspots, headphones for listening to their instruction, workbooks and worksheets, pens & pencils, etc. Students are also asked to bring extra books and/or reading material or other "quiet time."
What NOT to Bring: Students should not bring cell phones, music devices, video games, trading cards, or money. The El Cerrito Recreation Department, including Staff and Instructors, are not responsible for any items that are brought to our programs.

Lost and Found: Please label all belongings so that we can do our best to return lost items to the right student or guardian. Parents/guardians will not be permitted to enter the program area, therefore lost and found bins will not be available to check. Students may rotate locations throughout their day (for example from the clubhouse to nearby field). Staff will remind students at every transition to collect their belongings and do their best to sweep the areas and identify/return missing items. All items not returned to students by the end of the session will be donated.

Nondiscrimination Policy: We have a policy of nondiscrimination based on race, religion, color, creed or ethnic background, or disability.

Children with Special Needs: Children with special needs are welcome participants in our programs provided there is no adverse effect on other children enrolled in the program (through direct behavior of the child or the need for one-on-one attention). Prior to enrollment, the family and the Site Coordinator/Program Supervisor will meet to discuss the appropriateness of the child’s placement.

Parent Involvement: While involvement in the program is essential, non-program staff, including parents/guardians, are not permitted in the program facility or surrounding areas used for programs activities. Instead we ask that your questions, comments, and feedback be provided to staff via email or phone call. Guardians must cooperate with all policies and procedures and are responsible for respecting staff and handling their concerns in a professional matter.

Change of Address/Phone: It is important that the parent/guardian contact the site as well as the El Cerrito Recreation Office via email to recreation@ci.elcerrito.ca.us if their home address or phone numbers change during the session. In the event of an emergency, staff must always have the most current contact and emergency information.

Waiting List Policy: The Recreation Dept. maintains a waitlist for families seeking to enroll in our programs. Once a pod is full, you can still complete the registration process to be on a waiting list. No registration fees will be charged to keep you on this list, as we cannot guarantee that a space will become available. If a space becomes available, the parent/guardian will be called and/or emailed and given 1-2 business days to respond. All waitlists expire at the end of the session and new waitlists will be formed as needed in future sessions.
DROP-OFF AND PICK-UP PROCEDURES

Drop-Off & Pick-Up Windows: Each program has a specific drop-off and pick-up time to prevent congregation and program disruption. Drop drop-off is within the first 15 minutes of the program start time, and pick-up within the last 15 minutes of the end time. For example, if your program begins at 8:30am, drop-off is between 8:30-8:45am. If your program ends at 4pm, pick up is between 3:45-4pm. Exceptions requests must be made in advance and approved by the site Coordinator.

“Curbside” Drop-Off and Pick-Up: Non-program staff, including parents/guardians, are not permitted in the program facility and/or surrounding areas used for program activities. Special drop-off and pick-up procedures have been put into place to reduce possible exposure and prevent close congregation. Students must be accompanied by a parent/guardian at drop-off to verify health screenings. It is requested that the same parent/guardian drop-off and pick-up as often as possible to limit interactions with multiple persons in the pod. Face-coverings must be worn during drop-off and pick-up.

Drop-off: At each location, a curbside area will be identified as the drop-off/pick-up area.

- Parents/guardians are encouraged to remain in their vehicle when possible and answer staff questions from their car, especially after the first day.
- Tape lines will identify where the staff will stand and where parents can stand, 6 feet apart, to drop-off.
- Parents must arrive within the designated window for their pod.
- Students must have all required supplies with them.
- Students must arrive clean with washed hands, clean clothes, and sunscreen pre-applied.

Pick-Up: Staff will record who picked-up the child and at what time after checking the parent/guardian or other authorized adult ID.

- Only those authorized by the parent/guardian in writing will be allowed to sign-out a child from the program. Authorized persons MUST be 18 years or older to sign out the child. All adult ID’s need to be visible upon pickup.
- Staff must prohibit a person showing signs of intoxication from picking up a child in care.
- Early pick-ups will only be allowed at the discretion of the Supervisor and only for essential activities, not for parent convenience.
- Parents who arrive outside of the pick-up window must call the site phone number and wait in their vehicle until their student can be released safely.

Late Pick-Up Policy & Fees: Late pick-ups are NOT permitted. Failure to arrive during your pick-up window will require a phone call for a special pick-up and may result in a delay before your child can be released. For health & safety reasons, parents/guardians picking up understand that if they miss their child’s designated pick-up window, they may have to wait until the other pods at that location are finished with pick-ups prior to their child being released and this will increase late fees due. Anytime a child is picked up after their regularly scheduled pick-up window, a late pick-up fee will be charged. Any late pick-up results in a $20 charge plus an additional $1 per minute until your child is released. Example: Releasing your child 20 minutes after your designated pick-up window results in $20 + $20 = $40
COVID-19 RELATED PROCEDURES

Facilities and Equipment: In addition to daily deep cleanings, frequent disinfection of high touch surfaces will occur throughout the day, including but not limited to toys, tables, chairs, bathrooms, and outdoor surfaces. All pods will have their own designated areas. Some partial-day pods may share a designated area at different times of the day in which case facilities will be cleaned and disinfected between groups. EPA approved disinfectants and cleaning products will be used by staff.

Face Coverings Required: On 6/18/20, the State of California issued guidance requiring the use of face coverings across the state in public spaces. This is true at all times indoors, and outdoors when persons cannot be physically distant. We recognize that this practice may be new and at times difficult for children, and we are committed to working with students to help them wear face coverings as required. Our team will provide lots of gentle reminders and be understanding when children need distanced, outdoor breaks or direction. Please send your student with a face covering each day and have them wear it at drop off. Cloth coverings are recommended, and both bandanas and cowl-style coverings are acceptable. Please have the face covering attached to your child so that it cannot stray. Please wash all face coverings every day after camp and talk to your child about the importance of keeping their masks on as well as distancing from others.

Student and Staff Hygiene: Students and staff will be expected to follow the below protocols regarding hygiene and prevention while at camp:

- Staff and students are required to wear face-coverings while attending programs.
- Students and Staff will wash hands often with soap and water, especially if visibly dirty. Hand sanitizer will be used if soap and water is not readily available. Children will be supervised when using hand sanitizer and when washing their hands.
- Students must keep their hands to themselves and physical distancing will be encouraged when possible. Students may come into close contact with others in their pod. However, each pod will have their own designated space that is physically distanced from any other pod.
- Toys and equipment will not be shared amongst other pods.
- All students and staff should cover coughs and sneezes and wash hands right after doing so.
- Students must bring their own snacks and lunch. No one will be allowed to share food. Snack/lunch will be eaten away from other pods. There will be no refrigeration or reheating.
- All children and staff should engage in proper hand hygiene at the following times: arrival to the facility and after breaks, before and after eating or handling food, after using the restroom, after playing outdoors, after handling garbage. After assisting children with handwashing, staff will wash their hands. Signs will be posted describing handwashing steps near sinks.
**Isolation, Sick Child, & Sick Staff Policy:** Sick children and staff are required to stay home and will not be allowed to participate in their pods. “Sick” is defined as someone exhibiting, but not limited to, the following symptoms: cough, shortness of breath, fever (temp 100°F or higher), sore throat, loss of taste and/or smell, chills, vomiting, and/or diarrhea. Should your child develop any of the symptoms above, please immediately notify the program via email to recreation@ci.el-cerrito.ca.us.

Staff will be vigilant in monitoring symptoms of students and themselves, and will notify a supervisor if they or a child is showing symptoms of being sick. Children and staff who arrive sick or become sick while in the program will be sent home immediately. Parents/guardians must be prepared to pick up as soon as possible should they receive notification that their student is showing signs of illness.

Staff and students who become sick while in program will be isolated from all other students. One staff member will maintain physical distance of at least 6 feet and will supervise any sick children in the isolation area until a parent/guardian arrives to pick them up. Staff will also be required to wear PPE including gloves and face shield. Children will be made as comfortable as possible. If a pod has a COVID-19 confirmed participant, the other members of that pod will be informed. Staff will follow up with County Health Services to implement contact tracing procedures. Further, it is likely that pod programming may be cancelled due to an illness in the program.

Sick staff members and students may not return until they have consulted with their doctor about resuming public activities. A record that a doctor was consulted will be required to be readmitted into any programs.

**HEALTH POLICIES**

**Medical Conditions & Vulnerable/High Risk Group Guidelines:** The current Contra Costa County Health Order recommends excluding children from programs who have underlying medical conditions that could put them at higher risk for severe illness from COVID-19. Participants in this category should consult with their doctor before enrolling. Children with allergies, medical conditions, disabilities, or other pertinent health related information should include this information in an email to the program supervisor so that it can be added to our roster notes. Children who are eligible to wear a face shield instead of a face covering for medical reasons must wear a shield that has a drape that covers the area from the end of the shield to the clothes.

**Health Screenings:** Daily health screenings must be conducted at home every morning prior to dropping your child off at their pod. Children with a temperature of 100 degrees or higher or who are exhibiting any of the following symptoms will not be permitted to attend camp: cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, and/or vomiting.

Upon arrival, parents will be asked to report that morning’s temperature reading and asked if their child or anyone in their household is experiencing any symptoms of illness. Temperatures may be taken upon arrival to the program facility. Verbal parent reports will be recorded by staff before the student can join their pod. If students are seen to be exhibiting signs of illness, they will be subject to follow up screening including a temperature reading via a touchless thermometer. Throughout the day, if students experience illness symptoms at any point, staff reserve the right to require immediate pick-up from the program.
Committing to Only One Pod: Per the County Health order, outside of their pod, children should only be with members of their immediate household and regular/consistent caregiver during the special program sessions (including weekends). They may not participate in any other youth related pod or social bubble during the session time frame. Failure to comply with this part of the County Health Order may result in dismissal from the program without refund.

Accidents, Insurance and Liability: If a child sustains an injury needing attention beyond standard first aid, staff will phone the local emergency number (911) for assistance. The parent/guardian will be contacted. If the parent or guardian cannot be immediately contacted staff will contact a person on the emergency contact list. When 911 is called an ambulance will be dispatched. Please note:
- Only authorization by a parent/legal guardian can cancel an ambulance.
- The determination for transportation may be left up to emergency personnel depending on the seriousness of the injury and the availability of the parent/legal guardian.
- If your child is transported to a local hospital facility, a staff member will remain with the child until a parent/guardian arrives.
- If the parent/guardian cannot be contacted, emergency personnel will direct the ambulance to the nearest emergency care facility.
- The City does not pay the cost of ambulance service, but family health plans may cover ambulance service.
- The City does not provide accident insurance for childcare children or program participants.
- The cost of treating accidents must be assumed by the parent/guardian and/or their health plan.

Medication: Children who must receive medication during childcare hours must provide the Coordinator with written instructions and permission to administer the medication. Medication must be brought by the parent/guardian to the site and given directly to the Coordinator. Please see the Incidental Medical Services Plan information for detailed information.

Disabilities, Allergies, Special Needs: Please notify the Coordinator of any disabilities, special needs or allergies pertaining to your child. This information allows staff to provide the best possible care for your child.

Food Policy: There are children in our program with food allergies. At the beginning of each session, we will assess what life-threatening allergies are being handled at each site. Parents will be notified of what substances will not be permitted in the site due to this situation. This may change during the year if a child with a life-threatening allergy joins. All sites are NUT FREE. Please do not send any snack, lunch or other food items with your child made with nuts or cooked in peanut oils. It is important that you respect any other restrictions that are in adherence at your child’s site.

Lice Policy: If any member of your family has lice, please contact us immediately so that we can take precautionary measures to impede the spread. We will notify all families on the same day we receive this information. We require that all families do a thorough check of their child at home after any lice notification. Children who have had lice may return to care as soon as they are treated if there are no signs of lice, nits, or eggs. We will not disclose any personal/identifying information when providing family notifications.
ENFORCEMENT OF CUSTODY REQUIREMENTS

The Recreation Department will attempt to enforce custody requirements under the following conditions:

- That a copy of the custody order be on file with the Program Supervisor
- That both parents are aware that should disagreements related to the custody order occur at our site, the local police department will be called for their assistance
- If the contracting parent or guardian chooses not to list the divorced or separated parent, pursuant to licensing regulations, staff cannot deny access to a biological parent/legal guardian without a court signed order
- If someone claiming to be the non-custodial, biological parent arrives to pick up the child, and they are not listed on the Emergency Card, and we do not have confirmation that they are indeed the biological parent/legal guardian, staff will:
  - Contact the contracting parent or legal guardian
  - Explain to the non-custodial, biological parent that we cannot release the child to them without permission from the contracting parent or guardian. Staff will explain the release procedure
  - If the contracting parent or guardian cannot be reached and permission given, staff may need to call the police
  - The police will then confirm the identity of the non-custodial, biological parent and release the child to the non-custodial biological parent at their discretion

PARENT/LEGAL GUARDIAN COMPLIANCE WITH EL CERRITO RECREATION DEPARTMENT POLICIES

Parents are expected to comply with El Cerrito Recreation Department policies and regulations. Continued noncompliance with policies or regulations may result in suspension from or termination of services. We reserve the right to suspend any child for disciplinary reasons. In such cases, program fees will not be refunded. Children who compromise the safety of the children and staff will be suspended or removed from the program. Other instances when services may be suspended and/or terminated:

- Non-payment of program fees
- Failure to pick-up a child by program end time more than three (3) times during a session
- Failure to comply with health and safety polices or with Community Care Licensing requirements, if applicable
- Refusal to communicate with staff and/or work collaboratively with staff to resolve any issues including failure to disclose issues which impact staff’s ability to successfully provide services, i.e. special needs, behavioral history or custody-related issues
- Exhibiting uncooperative, abusive, or demeaning behavior towards staff, children, or other adults on site
- Direct attempts on the part of parents/legal guardians to resolve problems with other children. All concerns must be addressed with the staff
POLICIES TO PREVENT CHILD ABUSE

The health and well-being of your child(ren) is essential to the City of El Cerrito Recreation Department. The Department has developed a policy on the prevention of child abuse that includes the following provisions:

- Sites function as “closed” campuses. Parents/Guardians may only engage with their own children or those they are authorized to sign out.
- Parents will be informed about their child’s program participation, and are encouraged to ask questions or provide feedback via email or telephone calls to their site Coordinator.
- Staff will be alert to the physical and emotional state of all children. When any sign of injury or suspected abuse is detected, the Site Coordinator and Program Supervisor will be notified immediately.
- Staff will offer information on child abuse and assistance to parents and children through workshops and resource materials upon request.
- Staff will not release a child to anyone other than the authorized parents/guardians or other individuals authorized by parents. Daily sign-in and sign-out logs will be maintained and kept on file.
- Staff and volunteers will not verbally or emotionally abuse or punish children. They will not discipline children by use of physical punishment or by failing to provide the necessities of care, such as food and shelter.
- Staff will be finger-printed and receive clearances before working. They will be trained on the signs of child abuse and the approved procedures for responding to the suspicion of abuse.
- Staff may not be alone with children they meet in City of El Cerrito programs outside of the program. This includes babysitting, sleepovers, inviting children to their home, gift-giving and special phone calls to an individual child. We ask that you please not jeopardize a staff members’ employment by asking them to babysit.
- To report concerns, please contact the Recreation Supervisor overseeing Youth Services at 510-559-7003.
- Some Before and After School Programs are licensed through the Department of Social Services (DSS). When an incident occurs and/or is brought to our attention, the Recreation Department is legally bound to notify DSS or Child Protective Services (CPS).
BEHAVIOR POLICY
We have adopted the Positive Discipline model and train staff to use this system in managing classrooms. All teaching staff develop and maintain an open line of communication with parents/guardians. Should any misbehavior, behavioral changes or positive incidents occur with a child in our care, they will speak with the parent/guardian. No corporal punishment or punitive measures are administered in our programs.

Staff strive to provide an environment that supports positive behavior management through a combination of setting boundaries, reminders, and providing encouragement. Children must not verbally or physically abuse or hurt themselves, staff, or other children in City of El Cerrito programs. This includes but is not limited to:

- Deliberate mistreatment of other children, including bullying (please refer to the Bullying Prevention section)
- Uncooperative, abusive behavior (physically or verbally) towards staff
- Deliberate misuse of equipment, materials, and destruction of property
- Leaving the sites or field trip locations without authorization
- Bringing dangerous objects to the sites
- Using threatening language towards self, staff, or other children in the program

Children differ widely, but inappropriate behavior can be lessened using a range of guidance techniques. The most common methods used in City of El Cerrito Child Care programs are:

- Diverting children and redirecting the child to a new activity
- Recalling rules to internalize positive behavior
- Resolving conflicts by problem-solving and discussion
- Providing a related, age-appropriate consequence to the situation

In the case that a behavior is unable to be managed using the above methods, staff will discuss the behavior with a parent/guardian and ask for their assistance in the matter. We require parents/guardians to work cooperatively with staff to continue to serve the child. Staff records any incidents of misbehavior on behavior report forms that are kept in the child’s folder. If misbehavior continues, staff will again speak with the parent/guardian regarding the incident letting them know that the child’s behavior needs to be corrected.

If the misbehavior continues after repeated attempts to manage behavior and utilize help from the family, a parent/guardian will be reminded of the seriousness of the behavior. The parent/guardian will be informed that if the behavior does not change the child may be suspended and/or dismissed from the program. Continuation of poor behavior may result in the suspension and/or dismissal of the child from the program. The Coordinator or Supervisor reserves the right to suspend or dismiss a child from the program immediately if unsafe behavior occurs or the child harms another child or staff.
BULLYING PREVENTION
City of El Cerrito defines bullying as unwanted, aggressive behavior among school aged children which involves a real or perceived power imbalance. This inappropriate behavior is repeated, over time. Behavior that has the potential to be repeated over time will be considered as having the potential to become bullying.

Types of Bullying:
- Social Bullying is when children exclude another from a group or activity
- Verbal Bullying is when children purposely say mean words to hurt another
- Physical Bullying is when children physically hurt another by hitting, pushing, kicking and other physical acts to cause harm
- Cyber Bullying is through texting, social media, and other online messaging

Understanding the difference between bullying and conflict:
Not all aggressive behavior is bullying. At times, students will engage in rough play which is not appropriate and may appear aggressive. However, it serves to reinforce positive relationships and occurs among peers of equal standing. Conflict, in contrast, is motivated by negative intent and takes place between a student of relative equal power or social standing. When rough play or conflict scenarios involve groups of students together against a single student, the situation can easily escalate into bullying. The table below is a guiding tool to assist in differentiating what is rough play, fighting and bullying:

<table>
<thead>
<tr>
<th>ROUGH PLAY</th>
<th>REAL FIGHTING</th>
<th>BULLYING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Usually friends; often repeated</td>
<td>Usually not friends; typically not</td>
<td>Typically not friends; generally</td>
</tr>
<tr>
<td>(same players)</td>
<td>repeated</td>
<td>repeated or one severe time</td>
</tr>
<tr>
<td>No intent to harm</td>
<td>Intentional harm doing</td>
<td>Intentional harm doing</td>
</tr>
<tr>
<td>Relatively equal balance of</td>
<td>Relatively equal balance of power</td>
<td>Unequal balance of power</td>
</tr>
<tr>
<td>power</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mood is friendly; positive,</td>
<td>Mood is negative, aggressive or</td>
<td>Mood is negative; mood/response</td>
</tr>
<tr>
<td>mutual</td>
<td>tense, mutual hostile feelings</td>
<td>differs for victim or aggressor</td>
</tr>
</tbody>
</table>
INCIDENTAL MEDICAL SERVICES PLAN

The following plan is for the City of El Cerrito Recreation Department including the following sites:

**Master Site - Harding Afterschool - 070209620**
**Madera Afterschool - 070210326**
**Fairmont Afterschool - 070210325**

Staff will administer medications at the preschool or before and after school program only when a medical professional has deemed it necessary to do so during program hours. We will accommodate the needs of each child in our care and follow all medical providers’ written care plans. Medications will only be administered under the conditions as listed in detail below. Types of incidental medical services to be provided include but may not be limited to: prescription medications and over-the-counter (OTC) medications as determined in writing by the medical provider. All plans are individualized based on the needs of the child and preparation of staff in ensuring the health and safety of the child in the program.

**Reporting:** Any incident deemed unusual or severe will be reported to licensing through an Unusual Incident Report within 24 hours, with a written report to follow within 7 days. Use of regularly scheduled medicines as prescribed such as inhalers or medications will be considered typical, and not unusual, and will not be reported. However, all medications administered, even typical will be logged in the medication log as stated in the Record Keeping section of this plan. Unusual or severe incidences would include any use of an epi-pen as well as any symptoms that merited a call to the parent, and any symptoms that require immediate medical attention.

**Prescription Medications:** Prescription medications will be administered only if the medication is in its original container with a prescription label attached. The medical provider’s recommended dosage must be on the label as well as the child’s name. The Consent to Administer Medication form will be completed by the parent and staff to ensure all staff can administer the required medication. All medications will be current and will not exceed the expiration date as listed on the medication container. Teaching staff will document each time the medication was given using the medication log. The teacher will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.

**Over the Counter (OTC) Medications:** OTC medications will be administered only if the medication is in the original container and a letter from a medical professional is on file. The letter must state how the medication is to be used, the length of treatment time, and the dosage needed and signed and dated by the medical professional. This letter will expire in one year’s time if not otherwise noted. The Consent to Administer Medication form will be completed by the parent and staff to ensure all staff can administer the required medication as needed. Teaching staff, or other staff administering the medication, will be trained and document each time the medication is given using the medication log. All staff will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.

**Other Medications:** EpiPen’s, Inhalers, and other medications will only be given at one of our preschools or child care sites with a prescription according to the health provider instructions, and a special health care plan is in place (asthma action plan, allergy action plan, seizure care plan, etc.). All care plans will be reviewed by the Site Director. Additional training will be given as needed to address each individual care plan. The Consent to Administer Medication form will be completed by the parent and staff to ensure all staff can administer the required medication as needed. Teachers or other staff administering medication will document each time the medication was given using the medication log. Staff will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.
**Asthma Plans:** An Asthma Action Plan is in place for all children diagnosed with asthma by a qualified medical professional. Inhalers or other medications will be administered as indicated above. Children with asthma are listed on the Extra Special Health Needs plan which is posted confidentially in each classroom and in the kitchen or food preparation areas. Licensing form (LIC 9166) is completed to allow staff to administer inhaled medications.

**EpiPen’s:** To have an EpiPen on site, children must have an Allergy Action plan completed by their medical professional. The Allergy Action plan will identify the symptoms to look for and will indicate when an EpiPen should be used. Children with allergies are listed on the Extra Special Health Needs plan which is posted confidentially in each classroom and in the kitchen or food preparation areas.

**Record Keeping:** Medical records will be obtained for all incidental medical services needed. Staff will request medical records with the parent’s written authorization for the City of El Cerrito to contact medical providers. All documents will be maintained in the child’s file and will be uploaded into the agency’s database. All documents will be reviewed by the Site Director. Copies of all documents and care plans with also be stored in the medication bag next to the prescribed medication. Written instructions from medical providers are needed to administer any medication. Other documents used for record keeping include verification of staff training, asthma action plan, allergy action plan, special health care plan, nebulizer consent, medication administration consent, medication log and the Extra Special Health Needs posting. In addition, case notes from staff will document the follow up needed for each child requiring medications.

**Storage:** All medications are stored in medication containers in the classroom or office and will always be kept out of reach of children and locked. Each child will have individual medications stored in a zip lock bag in the medication container. Each zip lock bag will be labeled with the child’s name and the date of medication expiration. Lifesaving medications, such as EpiPen’s, will be kept out of reach in the medication container, but will remain in the unlocked front pocket for quick access. All medications requiring refrigeration will be kept in a locked medication box in the refrigerator and will be labeled with child’s name and date of medication expiration. It is the parent’s responsibility to collect the medication from the center once the medication is no longer in use and to replace before it expires.

**Administration:** Teaching staff and Site Directors are the primary staff trained to administer all medications. Additional staff may administer medications if the required consents and forms are signed and dated. All medications will be brought to every field trip and evacuation due to drills and emergency situations and will be carried in the medication backpack. In addition, the medication backpack is brought outside and stored out of reach, during every outdoor play period.

**Training:** Annual trainings for all staff to address medication administration, storage, and procedures will be conducted. Individual trainings will take place on site for each child for staff to review each individual health provider recommendation. Training will be completed by our Site Director as needed. A training binder will be kept on site at each center.

**Precautions:** Gloves will be worn while administering any medication to ensure universal precautions are met. Hands will be washed prior to medication administration and immediately after medication administration.