



CHILDREN IN MOTION PARENT HANDBOOK

**Parks
Make
Life
Better!** SM



Recreation Services Department
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805-473-5474

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Introduction

The City of Arroyo Grande Recreation Services Department is partnering with the Lucia Mar Unified School District to offer the Enrichment Lab program: professional, quality and State Licensed child care at Ocean View, Branch Elementary Schools and the Mark M. Millis Community Center for the remainder of the 2020-2021 school year. Our staff are available to support your child with distance learning or hybrid school days, offering fun activities in physical exercise, arts/crafts and outdoor play during breaks and before/after class time. The Enrichment Lab will also provide children opportunities to socialize with peers while practicing social distancing, wearing face masks, and hand washing frequently.

While the City is partnering with Lucia Mar Unified School District, City staff will not be responsible for chrome books or materials issued by the school district. In addition, children will be monitored by their classroom teachers for their efforts during distance learning, as well as any information shared online or in class. We hope to engage your child with the resources that they will need to feel successful in their distance learning program and also provide enrichment activities to supplement learning. To do so, we encourage communication between parents and staff so that we may help guide your child to be most successful in their education.

COVID-19 standards of care and all guidelines issued by the County Public Health Department and State Licensing will be followed while providing the best care possible for your child. Children will be required to wear a mask, so please send your child with a mask that fits and is comfortable to wear for extended periods of time. The Enrichment Lab will have additional masks for children on site as needed.

The City of Arroyo Grande is excited to work with you and your child(ren)! We are in this together, and with your support, we aim to make this experience as positive and successful as possible!

Sincerely,

Sheridan Bohlken
Recreation Services Director

Covid-19 Guidelines

School Year 2020/21

Background

The following information provides minimum standards in accordance with the County of San Luis Obispo Public Health Department and the CDC Interim Guidance for Child Care Program guidelines established by the American Camp Association effective December 31, 2020. These guidelines are subject to change based on changes in local, state and federal direction related to COVID-19. Day camps/Child care operated by the City of Arroyo Grande serve children 4 years and 9 months-12 years of age and are operated at the Lucia Mar School District and City facilities. Additionally, the City of Arroyo Grande is a State Licensed child care provider following all State Licensing child care guidelines.

Definitions

Staff (Teacher and/or Assistant): an adult (18 years of age or older) hired by the City of Arroyo Grande having received necessary background checks and health screenings prior to starting employment.

Cubbies: A box or individual space will be pre-designated for each participant and safely stored one foot apart from other personal backpacks, jackets, etc. to be stored safely into a pre-designated space for each cohort.

Cohort Groups: A staff to participant ratio of 1:14 (per California State Licensing requirements) will be followed, and participants will remain in the same cohort throughout the child care session. Cohorts will not intermingle with other cohorts at the same time.

Center for Disease Control (CDC): A U.S. federal government agency whose mission is to protect public health by preventing and controlling disease, injury, and disability. The Centers for Disease Control and Prevention promotes healthy behaviors and safe, healthy environments. It keeps track of health trends, tries to find the cause of health problems and outbreaks of disease, and responds to new public health threats. The Centers for Disease Control and Prevention works with state health departments and other organizations throughout the country and the world to help prevent and control disease. The Centers for Disease Control and Prevention is part of the U.S. Public Health Service of the Department of Health and Human Services (DHHS).

COVID Carry Kit (Fanny pack): Staff will carry a safety pack containing essential items, such as hand sanitizer, gloves, Band-Aids, etc. while on site.

Disinfecting: refers to using chemicals, for example, soap and/or EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. This is best described to staff as a bleach or hydrogen peroxide/water ratio solution where protective PPE must be worn. CDC states a disinfecting solution is mixing five tablespoons (1/3rd cup) bleach per one gallon of water.

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

Isolation Area: This will be a designated room at each facility where a participant or staff can be isolated should they fall ill suddenly.

Sanitizing: refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. This is best described to staff as a soap and water solution to be used on surfaces after they are disinfected with chemicals. This is a best practice to avoid harsh chemical residue on surfaces after disinfecting.

Facilities

The following will be assessed by staff to ensure that programs will be operated as recommended by the County of San Luis Obispo Public Health Department and State Licensing protocols for child care. The following will be met for all sites:

- Check-in/check-out area will be sufficiently spaced/marked so that participants and parents/guardians can line up six-feet apart. Check-in/check-out will be located in pre-designated spaces for each grouping of participants, so parents/guardians do not have more than ten per location while maintaining a six feet gap between each household cluster waiting to check-in.
- Restrooms will be available at all times and will be regulated to ensure that only one-person is inside the restroom facility at a time. Markings will be placed to ensure that people waiting to enter the restroom are six feet apart. Guidelines set by the County of San Luis Obispo Public Health Department and CDC will be followed for cleaning and frequency of cleaning.
- Handwashing at the facility, or hand hygiene stations, will be accessible so that participants and staff can wash hands or use hand sanitizer at minimum at each transition of activity and/or every hour. Staff shall carry hand sanitizer with them at all times in COVID Carry Kit.
- An isolation area will be established to keep participants or staff that develop symptoms during child care away from others.
- Lunch and snack areas will be set-up to provide six-feet of separation between each participant. Lunch and snack areas will be disinfected and sanitized by staff after each use.
- Each Program cohort must be in a separate area and should not interact with each other at any time. The participants in a cohort must remain with that group for each session, and cannot be moved from one group to another. Rotation of cohorts into any area may only be performed if the area is cleaned, sanitized and disinfected prior to another cohort using the area.

Registration Process

Registration and payment for all child care will be accepted online, over the phone or in person at the Recreation Office. Please visit www.arroyogrande.org/catalog for all necessary information and forms. The City of Arroyo Grande Recreation Services Department has office hours, and if necessary, an appointment may be made to submit forms and payment by calling (805) 473-5474.

Payments: Payments for child care are due in advance of your child attending the program. Online payments are open until the Friday at noon prior to the start of the next session.

Sign-In/Sign-Out Procedures: An area for sign-in and sign-out of participants will be identified to ensure that all participants and staff are able to practice physical distancing. Staff and participants must conduct a health screening prior to arriving on site, and a secondary screening must be conducted prior to participants being admitted into the program. Each participant will have their own clipboard and pen for sign-in/sign-out purposes. Physically distanced spaces will be identified outside the building to wait for admittance.

- Participants should avoid entering the facility if they have a cough or fever, wear facial coverings, and maintain a minimum of six-foot distance from one another.

- Prior to arriving to the site, staff, participants and parents should perform a self-conducted health screening by taking their temperature, and ensuring that they do not have a fever of 100°F or higher. They must also ensure that they do not have symptoms identified by the CDC as related to COVID-19, such as: prolonged cough, flu-like symptoms, rash, contact with anyone who has been diagnosed with COVID-19.
- Check-in area will be marked to indicate 6 feet of separation between every participant/parent.
- Upon arrival, participants must receive a health screening, which includes taking their temperature with a non-contact thermometer. Participants must not have a temperature of 100°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, such as: such as: prolonged cough, flu-like symptoms, rash, contact with anyone who has been diagnosed with COVID-19.
- Participants will then be asked to wash their hands before entering the program.
- Participants will be required to wear face masks, except for when eating or drinking.
- Participants will need to arrive with sunscreen already on, and additional sunscreen will be made available for participants to apply themselves.
- If a participant has a temperature of 100°F or higher there will be an allowable grace period (up to ten minutes) where the participant can wait with their parent/guardian in a vehicle or a reasonable distance away from the facility. This guideline recognizes that temperatures can rise quickly if the student was running to the facility, wearing a hat, or drinking a hot drink. If after the second test, they still test 100°F or higher, the student will not be allowed to participate in the program that day and parents will be notified that the student is not allowed in the facility. The student will wait in the isolation area until picked up if not able to immediately leave with a parent/guardian.
- Children will be monitored throughout the day, and if their health changes, children will wait in the isolation area with a staff member until parents arrive for pick up. Please make sure you or another guardian approved for pick up are available throughout the day on your personal cell phone or work phone number.
- When parent/guardians want to check-out their child, they will remain six feet distanced apart and notify the staff at the entrance to the facility. Parent/guardian will be greeted by staff and parents/caregivers will sign their child out on the individual sign-in/sign-out sheet with the provided pen, and wait for their child to come to the door with their belongings.
- Parents will need to be prepared to show I.D. upon request.

Healthy Hygiene Practices

- Staff will teach and reinforce washing hands and covering coughs and sneezes among children and staff.
- Social distancing will be encouraged during the program
- All personal items will be labeled and kept in a separate box/bag/space to ensure personal items are separated from others.

Lunch, Snack and Consumption Requirements

Participants will be provided with snacks in the morning and/or afternoon, but they must bring their own lunch or can receive lunch from the school district that will be stored in a designated area. Please notify staff if you would like your child/children to receive school lunches. As always, please alert staff if your child has any special dietary restrictions or food allergies.

Cleaning, Sanitizing and Disinfecting Requirements

Areas that are used must be cleaned, sanitized and disinfected regularly.

- Restrooms, including faucets, toilets and urinals must be cleaned and disinfected at least every two hours if not more often depending on frequency of use.
- Hand washing sinks and faucets must be cleaned and disinfected after every use.
- Drinking fountains will not be utilized. Staff will be responsible for refilling water bottles at the kitchen area/sink and will ensure no contact is created with the water bottle and the water-dispensing unit.
- Countertops must be cleaned and disinfected daily and/or as needed.
- Floors must be cleaned and disinfected daily.
- Door and cabinet handles must be cleaned and disinfected daily.
- Mats, chairs and benches must be cleaned and disinfected daily.
- Electronic devices such as computers, keyboards, phones, gaming units, remotes, and TVs must be cleaned and disinfected after each use.

Closing

Our goal is to maintain a healthy relationship with the children in our care by continuing to provide enriching and engaging activities, while using additional methods to reduce the risk of virus transmission. We will be modeling and reinforcing healthy habits including physical distancing, frequent hand washing, use of hand sanitizer and the use of face masks. We understand that each family and child have very different circumstances, and we will continue to strive to meet your needs and the needs of our community.

Program Sites, Contact Information & Hours of Operation

Distance Learning @ Mark M. Millis Community Center

Kindergarten-6th Grade

Monday-Friday 7:00 a.m. – 6:00 p.m.

Mark M. Millis Community Center

1221 Ash St. Arroyo Grande Ca 93420

Site Number: (805) 473-5459

Hybrid AM/PM Enrichment Lab @ Ocean View

Kindergarten-6th Grade

Group B: Computer Lab

Monday-Thursday: 7am-12:40/50pm; Friday: 7am-6pm (optional)

Site Cell Number: (805) 710-4014

OR

Group A: Room E

Monday-Thursday: 11:20/30pm-6pm; Friday: 7am-6pm (optional)

Site Cell Number: (805) 801-2764

Ocean View Elementary School

1208 Linda Drive

Arroyo Grande, CA 93420

Hybrid AM/PM Enrichment Lab @ Branch Elementary

Kindergarten-6th Grade

Group B: Room 11

Monday-Thursday: 7am-12:40/50pm; Friday: 7am-6pm (optional)

Site Number: (805) 474-3720 x 5711

OR

Group A: MPR

Monday-Thursday: 11:20/30am-6pm; Friday: 7am-6pm (optional)

Site Cell Number: (805) 710-4366

Branch Elementary School

970 School Road

Arroyo Grande, CA 93420

Recreation Supervisor: Carrie Van Beveren

Office Phone Number: (805) 473-5472

Email: cvanbeveren@arroyogrande.org

City of Arroyo Grande Recreation Office: (805) 473-5474 / agrec@arroyogrande.org. The office is open Monday-Thursday 9am-5pm, Friday 9am-1pm. Please call or email for more information.

Children In Motion Registration & Fees

REGISTRATION

Children are required to be registered prior to attending the Children In Motion Programs. **All forms must be filled out and returned in order to attend.** For families registering more than one child, only one packet needs to be submitted with all children's names on each of the forms. For families with multiple children, only the Parent Permission Agreement and medical release forms must be filled out individually for each child. Please list any special needs or circumstances on the registration form, as well as listing any medications. Please see below for specific medication requirements. If a child needs special help or individual care, it is the responsibility of the parent/guardian to find a proper aide to work in the program. The aide will identify him/herself and will provide proof of fingerprint clearance, proof of immunizations, and a negative tuberculosis test.

Prior to attending, the \$25/child *annual* registration fee must be paid, all forms must be completed, and session payment made. Session registrations and payments will be required **PRIOR TO ATTENDANCE** on a per week or per month basis, and can be completed at: www.arroyogrande.org/catalog. Please notify a staff member of changes with an address, phone number, or individuals allowed to pick-up your child.

The City of Arroyo Grande believes that all children, family members, and staff have the right to be treated with respect and dignity regardless of gender, cultural, or religious background. Child care services are open to all qualified persons without regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color or mental or physical disability.

If a parent/guardian will be receiving subsidized care for their child, a contract stating which agency will be paying for the care and how the agency is to be billed must be presented **before** the child can attend the program. If a contract is not available prior to the child attending the program, the *agency MUST* make contact with the Arroyo Grande Recreation Department prior to the child attending. Until a contract or confirmation from the agency is made, parents/guardians will be responsible for the entire tuition amount. Parents/guardians are responsible for completing the subsidized care provider's paperwork (which track the child's hours in the program) on the days their child attends the program. Parents/guardians are responsible for bills not paid by the subsidized care provider.

Children In Motion is a licensed child care facility at Ocean View and Branch Elementary Schools by the California Department of Social Services. The program at the Mark M. Millis Community Center is non-licensed, and has an exemption from the State of California. The program strives to adhere to standards of care set forth by the State, including a ratio of one staff person per 14 staff, background checks, experience and qualifications, proper sign-in/sign-out procedures, and health standards. Each site undergoes annual and unannounced reviews to ensure children are receiving proper care. During these visits, the licensing agency has the right to interview staff and children, to inspect children's and staff's files, and to observe the physical condition of all children.

FEES

During the COVID 19 pandemic, the City of Arroyo Grande is offering several options. On school holidays that fall within that session, fees will be pro-rated accordingly.

Full Day Distance Learning Day at the Mark M. Millis Community Center

Monday-Friday: 7am-6pm

Weekly Rate=\$195 per child

AM/PM Hybrid School Enrichment Lab Day at Ocean View or Branch

Group B: Weekly Rate Monday-Thursday: 7am-12:40/50pm=\$75 (add-on Friday for \$39)

Group A: Weekly Rate Monday-Thursday 11:20/30am-6pm=\$90 (add-on Friday for \$39)

Late Pick-up Fees

Children In Motion closes at 6:00pm. You will be charged the following fees if you pick up your child late (Please note, fees are per child):

Between 6:01 – 6:10pm	\$10.00
Between 6:11 – 6:20pm	\$20.00
Between 6:21 – 6:30pm	\$30.00
AFTER 6:30pm	\$60

If a parent/guardian has not arrived to pick up their child by 6:00 p.m., staff will call the parent/guardian or other people on the pick-up list if the parent/guardian is not reached. Children who have not been picked up by 6:30 p.m. *and* contact has not been made with the parents/guardians will be taken to the Arroyo Grande Police Station, 220 N. Halcyon. Staff will notify the parents or guardian by message or text before taking their child to the Police Department if possible. If you know that you will be later than 6:00 p.m., please notify the staff. However, you will still be charged the late pick-up fee. You may be asked discontinue use of the program if you are frequently picking your children up late.

Refunds

Refunds or changes in registration dates must be approved by the Recreation Supervisor at least one week in advance, and may be used as credit towards the next week or refunded by check in the mail. Sick days do not qualify for refunds.

Financial Assistance

The City of Arroyo Grande strives to provide quality child care at an affordable price. The City is currently working on providing scholarships and assistance for families in need. Should you require financial assistance and cannot obtain support through CAP SLO, please reach out to the Recreation Supervisor at (805) 473-5472 or email the attached scholarship application to agrec@arroyogrande.org.

Children In Motion Philosophy and Goals

Philosophy

- The support and care for our youth by providing a nurturing environment while encouraging learning is highly regarded in all Children In Motion programs; lending support to achieve success academically, socially and physically are paramount to the development of each child. We strive to provide this enriching environment through the leadership of our trained staff.
- The Children In Motion Program is open and accepting to all children and families. We value and acknowledge that families are different, and these differences are what makes our community great. We will respect these differences and treat all families with the same respect.
- Valuing differences, we will work towards a common goal of quality childcare, and we strive to establish individual relationships with our students and to model appropriate behavior and social skills.
- We believe in fostering an ethic and social responsibility in all participants, staff and community partners in order to cultivate positive self-image, independence, and a place within our tight knit community.
- We believe in open communication and welcome parent participation and feedback.
- We believe in positive modeling, and aim to re-direct, guide, encourage and reward your child for making good behavior choices. We will also establish and clearly define reasonable boundaries and limits with logical consequences if these limits are not understood. Children are encouraged to follow our rules and limits, and we will aim to help them develop self-awareness and cooperative skills. We also encourage language development in order for children to be able to communicate effectively with the children and staff in the program.

Goals

- To provide quality and inclusive care for youth to local residents.
- To provide a safe, warm, engaging environment for all of our K-6th attendees.
- Allow a flexible schedule where children can participate in a choice of activities.
- Foster the physical, emotional and social growth of all participants.
- To provide daily activities such as indoor and outdoor group games and sports, homework time, crafts, science, free play and snack.
- To teach social responsibility and kindness to all participants
- Have skilled staff who are knowledgeable in the childcare field and whom strive to meet the needs of the whole group while recognizing children as individuals.

Policies & Sign-in/Sign-out Procedure

Communication

It is the staff's job to ensure that children are safe in our program. Some reminders to ensure communication is healthy and appropriate while in the child care programs are as follows:

- Families may not approach other children to discuss incidents or behaviors.
- While staff are happy to have a quick discussion regarding the day or upcoming events, lengthier conversations need to be scheduled in advance.
- Since our program ends at 6 p.m., please understand that staff will not be able to stay late to discuss concerns. Due to our staff scheduling and facility rentals, all staff need to be able to leave the sites as close to 6 p.m. as possible.
- Families are reminded to be mindful of what they say in the proximity of other children. Please no profanity, suggestive language or yelling.
- Please refrain from using your cell phone during the sign-in/sign-out process.

Tax Information

Please retain your copy of the payment receipt for tax purposes or questions regarding your bill. **Children In Motion is not responsible for tracking your child's payments for tax purposes.** The number of children in the program makes this task unfeasible. Children In Motion's tax ID # is 95-6000-668. We will not be issuing statements for tax purposes, so please keep your receipts. Thank you.

Parent Notices

Staff frequently posts notices regarding program closures, changes in policy, requests for donations, minimum day notices, or other important information. It is the parent's/guardian's responsibility to check these notices daily.

Confidentiality

All child and family information is confidential. When speaking to parents/guardians regarding incidents or accidents at the site regarding more than just your own children, we will not disclose the other children's names and will refer to them in all paperwork you will receive as another child. If we decide it may be helpful, we may discuss certain behaviors with your child's teacher or the staff in the school office, but this information will be kept between our staff and the school site staff. Our staff will comply with Child Welfare Services or Police if asked to provide information. As child care staff, we are mandated reporters for child abuse, and will report any incidences to the proper authority without consent of the parent or any legal guardians.

Attire

Children should wear comfortable clothing that can get dirty on occasion. Please provide a jacket for your child daily as our weather is unpredictable. Flip flops and open toed shoes are not recommended.

Snack

Snack will be provided daily to the morning and afternoon program participants. Your child may eat an additional snack of their own along with ours or in place of ours at scheduled snack time. We strive to eliminate nut allergy worries, and try to provide snacks that do not contain tree nuts or peanuts, and will provide a different snack to your child if they are allergic to any food items we may be serving. If your child has extensive allergies or dietary restrictions, please provide your own snacks. We do not serve drinks for snack other than water, children are encouraged to bring a water bottle daily.

Sign-in

Our program requires that children must be sign-in by a parent, guardian, or pre-approved person; children **are not** allowed to check themselves in or sign themselves out of the program.

Sign-out

Our program requires that children must be signed-in and signed out on the roll sheet by a parent, guardian, or pre-approved person; children are not to check themselves out. **Only individuals listed on the pick-up list will be permitted to check your child out of the program-NO EXCEPTIONS.** Only a note or phone call from the parent/guardians(s) stating that another individual may check-out their child on that particular day will overrule this procedure. If staff does not recognize a person picking up your child, they will request to see a photo I.D. and will confirm that the individual is on the pick-up list. This is for children's safety, please inform individuals who may be picking up your child for the first time of this policy. If a child's teacher, tutor or therapist needs the student while they are checked into Children In Motion, the parents/guardians must place that individual on the pick-up list. Also, we require these individuals to fill out a form stating they are in good health, and we will need a copy of their Tuberculosis skin test clearance before they are permitted to visit our program.

If any program staff have suspicion that the adult who is picking up a child is under the influence, the adult will be delayed until another person listed on the emergency contact list can be contacted to pick up the child. If the person refuses to cooperate, takes the child, or acts in a belligerent or threatening manner, the police will be contacted.

Parent/Guardian Custody

If a child's custody changes, restraining orders or court orders are put into place involving the child, please notify the Recreation Supervisor. Parents/guardians *must*: provide staff with a copy of any restraining order or court orders as they pertain to the child. These papers *must* specify who CAN or CANNOT pick up the child. If there is a restraining order or visitation limitation, it is the responsibility of the family to notify the Recreation Supervisor. Thank you for your cooperation. We strive to maintain a safe and stress free environment for the children, and information for all involved will assist with this.

Illness/Medical/Emergency Procedures

Illness

If a child arrives at the site feeling ill or showing signs of illness, a parent or guardian will be contacted to pick up the child. Please make sure we have your current contact information, as children will need to be picked up as soon as possible. If we cannot get a hold of a parent or guardian, we will contact other people on your child's emergency pick up card. Children will be given a separate area to rest until they can be picked up. Children should not attend the program if they have a fever, vomiting, head lice or nits, pink eye, severe stuffy nose, diarrhea or any other communicable disease. Children should be free of symptoms for a minimum of 24 hours before returning to the program. Staff cannot help children in the restroom if they have an occasional restroom accident. Children must be able to clean themselves up, and put on new clothing. If your child may have an occasional accident, please send in an extra pair of pants and socks for them. If your child needs help in the bathroom or isn't properly cleaned up or does not have a clean pair of back-up clothing, we will contact you or other people on your pick up list to come and help your child.

Medication

Staff can only administer prescription medication to your child when the following procedure is followed:

1. Medication permission slip must be completed (forms are available at the site)
2. Medicine must be in its original bottle.
3. Label on the bottle must include the child's name, dosage, administration instructions, doctor's name, and current issuance date.

Children are not allowed to carry any medication (including Tylenol, or cough drops etc.); all medication **must** be checked into the head teacher.

At our licensed sites, staff will have an incidental medical services page about your child and the medicine instructions posted next to our med boxes. These must include the name and phone number of the family physician.

It is the parent's/guardian's responsibility to pick up any medication at the end of the child's enrollment, all medication left after a child exits the program will be thrown out.

Allergies

If a child has a life threatening allergy, it is the parent's/guardians responsibility to notify staff and write all needed information on the registration form, as well as train staff on any specific epi-pens. Epi-pens do expire and it is the parent's/guardian's responsibility to send in new ones when they are about to expire.

Our staff will not be responsible for identifying symptoms of hyperglycemia or hypoglycemia, but can assist in watching the child check themselves using given equipment.

Injury

Should a child be injured while at the site, the following procedures will be followed: for scrapes or cuts, the child will be instructed to wash the wounded area and staff will apply a bandage. For minor bruises and bumps, an ice pack will be administered to the injured area. Parents/guardians should receive a minor accident report if these small injuries occur. In case of an emergency such as a possible back or neck injury, a broken bone, or head trauma, 911 will be called immediately and a parent or guardian will be notified.

Emergency

In the event of a natural disaster or emergency situation that may require relocation of your child, please contact the Recreation Services Department Office at 473-5474 or 473-5477 for more information and further instructions. Staff will do everything possible to first protect and safely care for your child, and contact you when possible.

Behavior Guidelines & Code of Conduct

If located at a school site or City facility, the program will adhere to the school or facility's policy regarding code of behavior and guidelines for safe play. Listed below are rules that must be followed at all sites. Please review these rules and the Code of Conduct with your child(ren). Although we cannot go over all rules that may be in place, here are some basics:

1. If a child needs to use the restroom, they must tell a teacher before they leave the playground or classroom and let the teacher know when they return.
2. Please **DO NOT** let children bring toys from home.
3. Children must keep hands and feet to themselves at all times.
4. Children must stay within designated boundaries at all times. Children must follow all additional rules due to covid such as social distancing, hand washing and mask wearing.
5. Children must treat themselves, teachers, other children and property with respect.
6. Inappropriate language or bullying will not be tolerated.
7. There is a zero-tolerance level regarding threats or speaking about the intent to harm another person. Threatening gestures are also not tolerated.
8. Children are responsible for their own learning equipment. Staff are not responsible for chrome books and/or supplies issued by the school district or brought from home.

The Children In Motion staff is committed to providing a safe, positive, and comfortable atmosphere. In order to accomplish this goal, a behavior policy has been established which includes rules and procedures, as well as consequences. The emphasis is on positive reinforcement for good behavior. We offer proud slips and praise, and additional free play choices. In order for us to be successful and be able to supervise all of the children in the program, every student must act in a manner that enables us to maintain our 14 to 1 ratio at all times. By providing a well-rounded, nurturing environment with a variety of activities and choices, staff aim to create an inviting atmosphere where children feel welcome, nurtured and can thrive. We have a code of conduct for which all children in the program need to adhere to in order for us to maintain a safe, fun, enriching program. By signing up for our program, you and your children agree to abide by the following:

CHILDREN IN MOTION CODE OF CONDUCT FOR PARTICIPANTS

- I understand that I need to be able to communicate my basic needs, including being able to say that I need to use the restroom, I am hungry, or I do not feel good.
- I will listen and follow the instructions given by Children in Motion Staff. I can ask questions if I do not understand what was asked of me.
- I will stay within boundaries given at all times.
- I will clean up what I am playing with before moving on to another activity.
- I will keep my hands and feet to myself, and I will not touch anybody if I am angry. I will be careful with my own body, and make sure I am only touching others appropriately at all times.
- I will do my best to participate in activities, and try new things when I am comfortable.
- I will do my best to be courteous and friendly to the other children in the program.
- I will not use inappropriate language.
- I will treat both the Children In Motion and School Site property carefully.
- The Children In Motion Program is a bully-free zone. Students will work together to include everyone, and keep hurtful words away from all participants. I understand that I am part of making childcare a bully-free zone.
- I understand that if I am not able to follow instructions, I may be re-directed to another choice in activity or area in the program, or I may be asked to take a seat and settle down and re-gain control of myself. I also understand that if my behavior is severe enough, my parent or guardian will be called for support, and possible pick up from the program.

Incentive Program

Children In Motion offers an incentive program to reward children for good behavior. Through this program, children are rewarded for positive actions and attitudes through special privileges or prizes. It is important that parents take notice and support this program.

Behavior Policy

Depending on the severity of a child's inappropriate behavior which is determined by staff, a child may (1) receive a verbal warning, (2) be given an incident report form, (3) be placed directly on discipline contract, or (4) be suspended or expelled from the program. Unacceptable behaviors include, but are not limited to the following: inappropriate language, threatening violence, failure to follow repeated instruction, failure to stay within boundaries, intentionally throwing objects such as sticks, sand, playground equipment or any other item if meant to cause harm, hitting, kicking or any other physical violence. Children may be expelled with or without incident reports or a contract if behavior warrants.

1. Verbal Warnings: A child may receive a verbal warning from a teacher for inappropriate behavior.
2. Incident Report Form: This form will be used if a child's behavior warrants more than just a verbal warning. A child may receive up to two incident report forms within a one-month period of time. If a third incident occurs or if the severity of the incident warrants, the child will be placed on a discipline contract. Upon successful completion of the contract, good behavior will result in a clean slate for that child.
3. Discipline Contract Agreement: This form describes up to three behavior goals that must be followed by the child for the following ten days the child attends the program. If your child is placed on a Discipline Contract, you will be asked to pick them up on that day. They will also be suspended for the following day depending on the behavior that occurred. Failure to meet these goals the first time will result in suspension from the program for at least one day depending on

severity. A second violation will result in suspension for one week. A third violation will result in complete expulsion from the Children In Motion program.

4. Suspension or Expulsion: Any serious inappropriate behavior or action that endangers the child, other children, or staff, may warrant immediate suspension or expulsion from the Children In Motion program. This is at the discretion of each head teacher, or other Recreation staff including the Recreation Supervisor, and Recreation Services Director. This may occur with or without write ups or discipline contracts if we warrant the behavior as severe enough.

Rights to Services

Services

The Children In Motion program reserves the right to request that any child be withdrawn from the program at any time due to, but not limited to, the following:

1. Failure to submit timely payment.
2. Continued late pick-up of child. (More than 4 times per year)
3. Extreme behavior problems on the part of the child (determined by our staff)
These behaviors include, but are not limited to: hitting/kicking or other violent episodes, being unable to stay within program boundaries, repeated unwelcome words or on-going poor attitude which negatively affects other students, bullying or threatening other students or staff, repeated distractive behavior such as yelling out during quiet times or talking during teacher talk.
4. Lack of cooperation regarding policies and procedures, including but not limited to offensive, discriminatory, intimidating, or attacking behaviors towards staff or other children and families in the program by either the parent/ legal guardian or the child.

Our program strives to meet the individual needs of each child, however we operate in a group setting. If your child has excessive behavior issues or other issues that require one-on-one attention, please understand that you will be contacted about possible solutions including dismissal from the program due to the 1:14 staff to student ratio. The Children In Motion Program reserves the right to expel any child at any time with or without following the listed procedures should behavior problems or safety concerns warrant, as decided by staff.

WE LOOK FORWARD TO GETTING TO KNOW YOU AND YOUR CHILD(REN)!