

El Dorado Hills CSD



Adventure Zone - After School Program

Our Purpose

To provide a safe, caring, and enriching environment after school for your child.

What is the After School Program?

The Adventure Zone after school program is operated by the El Dorado Hills CSD Recreation Department. We are open to all elementary school-age children. We do not discriminate based on gender, race, color, religion, sexual orientation, ethnic group identification, ancestry, national origin, or mental or physical disability in determining which children are served.

We offer a variety of age-appropriate, integrated activities under the guidance of trained personnel. Children are encouraged to be actively involved so that they develop social skills and learn to make responsible choices within the program's structure. District staff provides the children with a variety of opportunities to participate in art, science, and outdoor activities as well as time for homework and fun.

Schedule

The weekly schedule will follow the below timeline. Scheduled activities are subject to change.

2:00-2:45 pm	Free Time/Activities (Schools are released at different times; please refer to your child's school bell schedule for exact times).
2:45-3:30 pm	Quiet Time (Homework, Reading or Writing)
3:30-3:45 pm	Snack
3:45-5:00 pm	Group Activities
5:00-6:00 pm	Free Time

The quiet time may be extended or reduced based on the factors of the day. Participants must remain calm during this time and are not allowed to use electronic devices (iPods, iPhones, electronic gaming consoles, etc.). If participants do not have homework, then they should have a book or have another quiet activity. If a majority of participants do not have homework or books to read, a staff person may coordinate an activity while other participants complete homework. After the quiet time is complete, participants may continue to work on homework as needed. However, activities may take place indoors, and a low noise level cannot be guaranteed.

Questions

If you have any questions regarding any of the policies in this handbook, please discuss them with the Recreation Supervisor. We encourage your suggestions as we are continually working to improve our program. We solicit information through Parent Surveys and value your input.

Admission and Enrollment

Registration is available online based on space availability. All participants must be enrolled in Adventure Zone before their attendance. All enrollment forms and tuition fees must be received for each participant before enrollment can be processed.

There are two ways to pay your tuition: online - edhcsd.org and telephone – 916-933-6624. Please keep your receipts for tax purposes. Our **Tax ID# is 94-1544479**.

Registration Office hours of operation are Monday–Friday, 10:00 am – 4:00 pm.

Tuition: \$95 per week

Maximums: 30 participants

Registration is on a first-come, first-serve basis.

Hours of Operation

Adventure Zone will be open Monday - Friday from after school until 6:00 pm, immediately following school on minimum days, and will be closed on national holidays.

Sign In/Out Procedures

District staff will sign participants in upon their arrival at Adventure Zone. Only persons listed on the ePACT “Authorization for Pick-Up” with a Photo I.D. will be permitted to take your child from the program.

- Participants will not be signed into the program until they arrive at the program.
- Staff is not responsible for participants until they are signed in to the program.

Late Pick-Ups

A “late pick-up” is any child who has not been picked-up from the Adventure Zone by the scheduled pick-up time. A late charge of \$1.00 per minute per child will be assessed after the scheduled pick-up time. Failure to make payment for two late pick-ups within a six months may result in dismissal from the program.

Attendance

Parents must notify District staff when their child will not be attending on a day they are scheduled. Credit will not be given for days scheduled but not attended, or if the child is suspended from the program. Failure to notify District staff that your child will not be attending may result in dismissal from the program.

Tuition

Monthly tuition is based on your Tuition Agreements. The following policies are established for the program to operate as efficiently as possible:

Tuition Agreements

All families must sign a school year and non-school day “Tuition Agreement” for each participant and pay for all weeks regardless of participant’s attendance. Tuition Agreements are binding until terminated.

Main Contact/Contracting Parent

The “Main Contact / Contracting Parent” signing the tuition agreement is solely responsible for payment of all fees and charges. Only the main contact/ contracting parent may designate and authorize others to pick up children from Adventure Zone and review, copy, or authorize the release of their children’s

confidential information or records. If only one contracting parent signs and submits the tuition agreement as to the main contact, his or her written approval will be required before adding a second contracting parent. All communication from the District will only be sent to the person designated as the “Main Contact” on the tuition agreement.

Tuition Agreement Termination

To terminate the Tuition Agreement, the Main Contact must provide two (2) weeks advance written notice of withdrawal before the next month’s start date. The current month’s fees will remain in effect until the end of the month.

Non-School Days (Staff Development Days and Holiday Breaks)

Families must register for non-school days by the 15th of the preceding month. Credit will not be given for the care that is scheduled. Payment for non-school days is due at the time you sign up.

Illness Credit

Illness credit will be given if a child is absent for five consecutive weekdays. A note submitted via ePACT from the child’s physician is required to receive an illness credit.

Customer Statement and Payments

Customer statements are available online through your parent portal. Statements will not be mailed. Program payments are due on the 1st day of each month and are delinquent if not paid by the 10th.

A \$20.00 late charge is added on the 11th. Non-payment or excessively late payments will result in dismissal. Late tuition policies are outlined in the program rate agreement.

Mail/Drop Off Payments: El Dorado Hills CSD 1021 Harvard Way, El Dorado Hills, CA. 95762

Online Payments: Need information from Reg Office

Open: 10:00am to 4:00pm, Monday–Friday, (916) 933-6624 (press 0)

Payments may be made online or mailed in the form of a check, money order, or credit card. Please make checks payable to the “El Dorado Hills CSD.” EDHCSD accepts debit cards, VISA, and MasterCard, payments by phone.

Introduction of ePACT

ePACT is a highly secure online emergency network, that collects medical and emergency information for all our participants, eliminating the use of paper forms. Using ePACT means we will be better prepared to deal with any emergency, big or small. ePACT provides us with more accurate, up-to-date, and legible information than the paper forms we’ve used in the past. Because it is web-based, we can securely access the system via smartphone, tablet, or computer, so it’s always accessible whether at the park or during a field trip.

For families, it means only completing one form, instead of multiple ones for different programs. You create and manage your single-family emergency record, and give access to the Recreation programs as you enroll for them.

Privacy and security are ePACT's top priorities - their system exceeds the same standards as most online banks.

How to use ePACT:

- Each participant's family will receive an email invitation to apply ePACT. Families then accept this invite and log in to create their ePACT account.
- Following a series of steps, parents enter the required details, such as medical history and emergency contacts. Families then securely share this information with the District allowing select staff access to their data.
- Families can update ePACT anytime during the year, and we will automatically be alerted (e.g., add a new cell phone or further emergency contact, and we receive that update).

Using ePACT means the District will better connect and communicate with all our participants and their families.

The District will operate ePACT in multiple functions including:

- An online emergency network that eliminates the paper forms used to collect emergency contact and medical information, waivers, and consents from families registering for their programs, activities, and other services.
 - This function has been implemented into every Recreation Department Division: Aquatics, Sports, Seniors, and Youth & Teens
- Operate as the Check-In/Out process for Youth and Teen Services
 - Eliminating hard copy sign in/sign out sheets
 - Improves audit tracking
 - Keeps important participant information easily accessible and mobile

Parent Responsibilities

Transportation

It is the parent's responsibility to get participants to and from Adventure Zone. ***Bus passes must be arranged through your school district if that option is available.***

- BUSD Transportation: <https://www.buckeyeusd.org/domain/61>
- RUSD Transportation: <http://www.rescueusd.org/Departments/Transportation/index.html>

Nut-Free Snacks

Participants in the Adventure Zone will need to bring a healthy ready-to-eat snack each day. Other than occasional cooking projects, snacks are not provided. Participants are not allowed to share snacks.

*Participants do not have access to a microwave, fridge, or stove.

Participants in the program may have severe allergies to peanut or nuts. To maintain their safety and lower the risk of exposure to these allergens, the staff will make every effort to be food allergy conscious. The safety and well-being of each participant is our top priority.

When preparing or purchasing snacks, and avoid packing snacks with these statements:

- May contain peanuts and/or tree nuts
- Made in a facility that processes peanuts and/or tree nuts
- Made on shared equipment that also process peanuts and/or tree nuts

Minimum Abilities Required to Participate

To properly maintain a safe and healthy environment for all children attending Adventure Zone, the following minimum abilities must be maintained.

- Able to understand and follow basic directions and rules of the program for staff to maintain proper supervision.
- Able to maintain basic self-control to ensure the safety of themselves and others in the program.
- Able to handle their own basic personal hygiene/toileting needs.

Behavior

Our goal is to be safe, have fun, and show respect by creating a culture that emphasizes Making Good Decisions, Being a Good Friend, and Playing Fair! Our staff strive to model and reward appropriate behaviors while using re-direction techniques to provide guidance. For persistent and repeated minor behavior problems, the following may occur:

- District Staff will discuss behaviors with the parent.
- Behavior Report will be made, and a copy will be given to the parent.
- A Child may be suspended or sent home for the day, and a parent conference will be scheduled.

Physical Aggression

- Physical aggression toward participants or staff is cause for suspension from the program.
- If a child is suspended from Adventure Zone, the child may not return until a parent conference is made.
- Continued physical aggression toward participants or staff may be cause for immediate dismissal from the program.

Field Trips

Field trips are optional and require an additional fee and separate registration. Field trip registration and payment must be made before the field trip date and will NOT be accepted the day of the scheduled trip.

Restrooms

Participants will be permitted to use the restroom one at a time. They will be checked out and in on a transition log, noting the time they left and returned. Any participant who is gone for more than 5 minutes will be checked on by staff members.

Toy Policy

We do not allow children to bring toys from home unless it is part of a scheduled activity. The District will not be responsible or liable for lost or damaged personal items.

Cell Phones and Tablets

Cell phones and Tablets are to be turned off and stored in a student's backpacks during program hours. Participants may gain permission from a staff member to contact a parent if necessary. In case of an emergency, please call the site phone to reach your child. **Adventure Zone phone #: 916-614-3225**

Attire

The children will participate in active play, including fun and messy projects, so please send your child in comfortable clothing and footwear (we recommend tennis shoes). Children may be omitted from certain activities if footwear is not suitable.

HEALTH GUIDELINES**Illness**

We will not accept your child at Adventure Zone when an illness is evident. If illness occurs while a child is at Adventure Zone, a staff member will call a parent or emergency contact to pick them up. If a contagious illness is in your household, please tell a staff member so other parents can be notified to watch for symptoms. Please keep your child's ePACT form current at all times so we may contact you immediately in the event of an illness or emergency.

Medications

All medications will be kept in a designated First Aid cabinet in the Recreation Supervisor's office in its original container. Children may not keep medications of any type in their backpacks or cubbies. We can remind the child when to take it and help them get it out of the container if needed. We cannot allow a child to take any medication (Tylenol, inhaler, cough drops, prescriptions, etc.) unless instructions are included in ePACT.

COVID 19 Guidelines

Adventure Zone will be following the COVID-19 Health and Safety Guidelines from the Center for Disease Control and Prevention (CDC) regarding social distancing and sanitizing for childcare facilities.

Adventure Zone will incorporate the following:

Program Model

Adventure Zone will operate as a rotational program model to better support the new environment for distance learning. Besides outdoor breaks, participants will rotate to a different cleaned and sanitized program space and experience academic reinforcement, enrichment, and wellness curriculum daily.

Program Capacity and Space Breakdown

To align with the health and safety best practices provided by the CDC, Adventure Zone will reduce its capacity for each building. The staff-to-participant ratio will be 1:10 for Youth (Kinder – 5th). Groups will take turns using spaces, and spaces will be cleaned and sanitized between each use.

Parent Expectations

Parents are asked to support the Adventure Zone in providing a safe space for our participants and staff by informing District staff of any changes to their child's health or community exposure. If a child exhibits any symptoms of fever, runny nose, coughing, shortness of breath, rash, vomiting, or diarrhea, parents are asked to keep them home until their symptoms have subsided for 48 hours, without the

assistance of medication. Upon enrollment, parents will be asked to review our “Parent Handbook” with their children and reinforce the importance of compliance and safety.

General Hygiene

Adventure Zone will require all participants and staff to follow CDC recommendations for reducing transmission, maintaining healthy business operations, and a healthy work environment including but not limited to:

- Washing/Sanitizing Hands:
 - Upon entry into a building
 - After using the restroom
 - Before/After eating
 - After Outdoor Play
 - Before/After any health assessment or screening of any staff or member
- Not be within six feet of or make any contact with another person
- Not touch their face
- Cough & sneeze into a tissue or inside of the elbow
- Stay home if they are sick or know they will not pass wellness screening
- Face-coverings may be required within the facility
 - Staff will wear face-coverings

Wellness Screening

Participants and staff will go through the following wellness screening daily:

1. **Verbal Questionnaire:** Staff is required to answer these questions daily:
 - Have you or any of your immediate family had any of the following symptoms in the last 24 hours?
 - Fever (100.4 F or higher), vomiting, or diarrhea
 - Have you or any of your immediate family had any of the following symptoms in the last 24 hours?
 - Unexplained extreme fatigue or muscle aches, rash, cough, or sore throat

** If staff answers yes to any of these questions, they will not be permitted to stay.*

2. **Temperature Check:** Participants and staff will have their forehead temperature taken before entering facility:
 - If lower than 100.4 F – The participant/staff may proceed to hand-wash/sanitation station upon entering the building.
 - If 100.4 F or higher – The participant/staff will be sent home until fever-free without medication for at least two days.

Protocol Surrounding Health Concerns

If your child exhibits signs of illness or experiences any symptoms while at the Adventure Zone, your child will be isolated, and you will be called for immediate parent pickup. Participants must be picked up within one hour. Participants will not be readmitted until the health screening is passed, two days have passed without symptoms, or a doctor’s note is provided. If your child is sent home due to illness, a refund or credit will be given.

Checking-In/Out Procedures

Parents/Guardians must wear a face-covering during pick-up.