



Stockton Unified School District
Since 1852

STOCKTON UNIFIED SCHOOL DISTRICT

DAY CAMP PARENT HANDBOOK

PROGRAM AVAILABLE FOR SUSD EMPLOYEES ONLY

GUIDING PRINCIPLES

The Day Camp Plan is designed to support the needs of essential worker families so that they may continue to provide crucial services in our community during the pandemic.

Guidance was released from the San Joaquin County Office of Education on July 13, 2020 regarding operating Day Camps. This guidance was written in collaboration with Public Health Services and is available on the San Joaquin County Office of Education website at www.sjcoe.org.

As a District, we will implement recommended actions to manage the challenges brought on by COVID-19 in order to provide learning environments with maximum safety for every student and staff member.

WHAT FAMILIES SHOULD EXPECT

Hours of operation will be 7:30am to 4:30pm, Monday through Friday. TK to 8th grade students of essential workers will be supervised by support staff and assisted in their participation of high-quality online instruction. Grade level content and lessons will be posted by regular school day teachers but accessed in the Google Classroom platform on student chromebooks.

Students may bring backpacks to the program for transport of chromebooks, chargers, and curriculum only. No outside meals, toys, or other non-instructional materials will be allowed on campus due to the potential of cross-contamination.

Staff will monitor students while they are engaged in daily online interaction with teachers and peers. During the program students will be provided meals, appropriate physical activities, academic skills support, and enrichment.

All Day Camp participants will implement and adhere to social distancing requirements and safety procedures.

STUDENT ENROLLMENT

Student Enrollment SUSD's Day Camp program will service and give priority to families defined as essential workers during the pandemic according to state qualifications. Prior to enrollment all students must have proof of immunization. If student enrollee is a non-SUSD student, please prepare a digital copy for proof of immunization to be uploaded through online application. To apply for Day Camp, please visit the STEP UP After School Program Homepage to complete the posted registration form.

Due to the limited number of spaces available, we will be following a first come first serve admittance process. You will be notified whether your student has been accepted or placed on wait list status.

STUDENT DROP-OFF AND PICK-UP

A daily student drop-off and pick-up station will be in a safe and designated area on campus during a selected window of time. At the time of drop-off and pick-up, parents and families must wear masks and follow physical distancing guides (such as markers on floors/sidewalks, posted signs, or cones) in order to remain 6 feet apart throughout the admission/dismissal process.

Prior to students entering onto campus, parents must complete a health wellness check form and students' temperatures must be checked. Once completed and passed, support staff will follow safety procedures while leading students to the group (cohort) and classroom of which they will be assigned for the entire duration of the program.

Parents must report to the designated check in station to drop off or pick-up children. Using Procure Connect, parents will remotely sign in/out students to and from the program.

Classrooms will be notified during parent pick-up to safely reconnect students with a parent or guardian. Staff and parents will be able to communicate throughout the day via Procure Connect messaging, emails, and by phone regarding student needs.

If participants are more than 15 minutes late picking up students, law enforcement will be notified. If there are three occurrences of late pick up, the participant will be released from program for the remainder of the school year.

MEAL SERVICE

Students attending Day Camp will receive breakfast, lunch, and a super snack each day. Meals are prepared by Child Nutrition employees. Child Nutrition employees follow safety practices including wearing face coverings and physical distancing.

Students in the Day Camp Program will be receiving meals during Day Camp and will therefore, not be eligible for the curbside meal pick up.

Lunch will be consumed in pre-determined areas of assignment and outside when possible (picnic tables, classroom, outdoor stage, etc.). If a student has any dietary restrictions, it should be documented on the day camp application under the section labeled "Allergies and Dietary Restrictions."

DISTANCE LEARNING AND ENRICHMENT SUPPORT

The same group of students, (cohort), will remain with the same staff for the day. Each cohort will remain in a separate designated classroom or space throughout the entirety of the program.

Students will have their own individual supplies and materials to use daily. Their materials will be individually labeled and kept in an individual container or cubby to prevent cross contamination. Day Camp student materials will remain on site, except for Chromebooks and curriculum if necessary.

During distance learning, cohorts will be following social distancing requirements and staff will ensure that 6-foot distance is maintained, and masks are always worn. While practicing social distancing, staff are responsible to walk around, observe, and monitor students while they are distance learning with their teachers and peers. Staff will provide ongoing supervision, student engagement, and necessary support when needed.

BEHAVIORAL EXPECTATIONS

Student failure to abide by all COVID 19 health and safety requirements as outlined by county and state officials, such as not wearing a mask or refusing to social distance, will be grounds for immediate and permanent removal from the Day Camp program.

In addition, all children enrolled in the program must adhere to program participation expectations and guidelines for positive behavior. Parents will be informed of student failure to comply with one or more of these guidelines.

If a student refuses to follow directions and participate appropriately, parents will be contacted and required to pick the child up. Disregarding or repeated violations of rules/policies will result in actions including but not limited to: staff check-in with child, child missing an activity (loss of privileges), parent conference with staff, suspension for one or more days, a behavior contract, and possible release from the program for the remainder of the year.

RESTROOM BREAKS

Restroom breaks will be provided following a schedule, and/or as needed in staggered shifts. Students will follow physical guides, such as taped off stalls and urinals, markers on floors, and signs on walls. A minimal number of students will be allowed to enter the restroom depending on availability of stalls. Students must wash their hands for a minimum of 20 seconds immediately after use and before leaving the restroom. All restrooms will be disinfected once per hour by custodial staff on site, and then fully cleaned and disinfected at the end of each day.

ACTIVE BREAKS

During outdoor sessions, children will be engaged in physical activities that do not require proximity or contact and are not dependent on shared equipment. Yoga, dance, walking activities, jump rope, and hula hoop are appropriate examples. These stationary or single person activities will be organized for students to participate in 15 to 30-minute sessions.

Outdoor play will be provided in staggered shifts. Cohorts will be kept together but will have a minimum of 6 feet of open space between each student. Contact free activities and individual use of equipment will be enforced and monitored.

Each student must wash their hands for a minimum of 20 seconds before and immediately after outdoor playtime. Use of drinking water fountains will be prohibited. Water bottles will be provided for program participants.

Physical guides, such as tape on the ground and signs on walls, will be in place to ensure that staff and students remain distanced at least 6 feet apart in all situations.

PROMOTING HEALTHY HYGIENE AND PRACTICES

- Staff and participants who are sick, or who have had contact with a person infected with COVID-19 in the last 14 days, will be asked to stay home and call their doctor.
- Daily health checks of staff and students will be required (e.g., temperature screening and/or or symptom checking)
- Washing hands with soap and water for at least 20 seconds is required, particularly at key times like before and after meals or snacks. Hand sanitizer and sanitizing wipes of at least 60 percent alcohol will be made available.
- Staff and participants will be encouraged to cover coughs and sneezes with a tissue, throw used tissues into the trash, and wash hands immediately.
- Teaching and reinforcing the use of cloth face coverings, particularly for staff and older children will be expected. **Note: All students enrolled must wear a mask. This does not apply to students who have medical conditions that affects their breathing.**
- Seating/desks will be spaced at least six feet apart when feasible. Desks will be turned facing in the same direction (rather than facing each other), or participants will sit on only one side of tables, spaced apart.
- Each site will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example, by opening windows and doors, if doing so does not pose a safety or health risk (e.g., risk of falling, triggering asthma symptoms).
- Day Camp staff will disinfect areas immediately after use.
- Custodial staff will fully clean and disinfect areas used on campus at the end of each day

IF SOMEONE GETS SICK, DAY CAMP STAFF WILL:

- Immediately separate and isolate the individual from the cohort.
- Connect with Health Services Department for student support and contact tracing.
- Immediately notify parents or guardian of student with COVID-19 symptoms
- Communicate with staff members, participants, and families about any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
- All staff and students in the cohort will be unable to participate in the program for up to 14 days.