

**SUSD**

**Day Camps**



Stockton Unified School District  
Since 1852

*Day Camp  
Staff Handbook*

# Table of Contents

<b>Program Description</b>	<b>2</b>
<b>Health and Safety Guidelines</b>	<b>2</b>
Personal Protection Equipment	
Classroom Set Up	
Sanitation and Clean Up	
If Someone Gets Sick	
<b>Admission/Dismissal Procedures</b>	<b>3</b>
Student Drop Off and Temperature Check Stations	
Procare Connection Attendance	
End of Day Pick Up	
<b>Daily Schedule</b>	<b>4</b>
Program Components	
Routines	
Chromebooks and Google Classroom	
<b>Meal Services</b>	<b>5</b>
Procedures for staff	
Designated outdoor seating area or classroom	
Disposal and Clean Up	
<b>Transitions and Breaks</b>	<b>6</b>
Entering/Exiting classroom	
Restroom Procedure	
Outdoor Activities	
<b>Behavioral Expectations</b>	<b>7</b>
<b>Posters and Resources</b>	<b>8</b>

## Program Description

**TK to 8<sup>th</sup> 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. 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.**

## Health and Safety Guidelines

### Personal Protection Equipment

**All staff and students will wear a mask or appropriate face covering. Exceptions to this practice will only include students with medical conditions affecting breathing and during meals.**

**It will be essential to teach students about the correct use of face coverings and reinforce this expectation. Gloves, masks, and sanitation tools will be provided.**

### Classroom Set Up

**Desks will be arranged to face in the same direction and placed six feet apart. Markers will be strategically placed to guide safe movement within the class and not more than one student will move about the room at one time.**

**All areas and rooms utilized by Day Camp staff and students will be disinfected prior to program and after program.**

### Disinfecting, Sanitation and Clean Up

**Custodians will disinfect all areas used by students and staff at the end of each day. Custodians will disinfect bathrooms every hour throughout the day**

**Staff will clean appropriate equipment and disinfect frequently used areas such as doorknobs, sinks, counter tops, and phones throughout the day.**

### If someone gets sick, Day Camp staff will follow the protocols below

- ✓ **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.**

# Admission/Dismissal Procedures

## Student Drop Off and Temperature Check Stations Prior to Program Entry

1. Assigned staff member will manage implementation of social distancing guidelines and provide QR Code for Procure Connect Attendance access.
2. Assigned staff will check temperatures and assist parents in completing their child's health check and COVID 19 screening using Procure Connect.
3. Remaining staff will direct students to their designated area following social distancing procedures and monitor breakfast distribution.

## Procure Connection Attendance

Using the Procure Connect application, parents will register students and staff will record daily attendance. Staff and parents will also be able to communicate throughout the day via Procure Connect messaging, emails, and by phone regarding student needs.

## End of Day Pick Up

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/from the program. Classrooms will be notified during parent pick-up to safely reconnect students with parent or guardian.

## Late Pick Up

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.

# Program Daily Schedule

Prior to program start, staff must check in at the office for COVID screening and temperature checks. Then the team will coordinate to prepare drop off stations, pick up meals, prepare and open classrooms, and plan enrichment activities for the day.

## Program Components

Breakfast, lunch, and super snack

Online instructional support (May occur multiple times throughout the day)

Physical activity (May occur multiple times throughout the day)

Enrichment activities

Reading time

Academic skill support

Wellness checks or restorative circle talks

## Daily Routines

1. While walking students about campus, manage and organize lines to make certain social distancing procedures are being followed.
2. Upon entry of classroom, students will be directed to retrieve individual materials and sit at their designated desk one at a time. Student workspace will follow social distancing guidelines.
3. Check attendance and report student counts to child nutrition services
4. Review and practice group expectations and health/safety methods
5. Assist students in setting up and accessing online instruction with teachers.
6. During online instruction with teachers, staff are responsible to walk around, observe, monitor, and support students as needed and while practicing social distancing.
7. Plan and coordinate enrichment or physical activities when students are not engaged in online instruction.
8. Monitor students for signs and symptoms of potential illness.

## Chromebooks and Google Classroom

Usernames for student chromebook access follow the standard convention of [studentID@stocktonusd.org](mailto:studentID@stocktonusd.org). From the chromebook homepage titled Quicklinks, students will click on the Google Classroom icon to access online teacher instruction.



## Meal Services

**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.**

### Procedures for Staff

**Breakfast: Day Camp staff will call Child Nutrition staff 15 minutes prior to breakfast pickup to let them know how many students are on site for breakfast. Day Camp staff will pick up the meals from kitchen. Day Camp staff should not enter the kitchen. Meals will be placed in specified area for pick up. Day Camp staff will provide the list of student names and include student ID numbers for all SUSD students present for breakfast. Breakfast includes cereal, orange juice, string cheese, and milk. Each breakfast will be individually bagged.**

**Lunch: Day Camp staff will call Child Nutrition staff by 10AM each day to let them know how many students are on site for lunch. Day Camp staff will pick up the meals from kitchen. Day Camp staff should not enter the kitchen. Meals will be placed in specified area for pick up. Day Camp staff will provide list of student names and include student ID numbers for all SUSD students present for lunch. Lunch includes a hot entrée, a fruit, a vegetable, and milk. Each lunch will include individually bagged cold items and an individually wrapped hot entrée.**

**Super Snack: Super Snacks will be placed in the After-School Program milk cooler by 1:15PM each day. Day Camp Staff will pick up Super Snacks and distribute them to students in the afternoon. Super Snack will include a light entree, a fruit, a vegetable, and milk. Each Super Snack will be individually bagged.**

### Designated outdoor seating area or classroom

**Lunch will be consumed in pre-determined areas of assignment and outside when possible (picnic tables, classroom, outdoor stage, etc.) Lunch breaks may be scheduled in staggered shifts. Physical guides such as taped off tables, markers on floors, signs on walls, and sitting 6 feet apart from each other will be displayed and followed.**

### Disposal and Clean Up

**Staff will direct students in disposal of waste using organized distancing procedures. Any tabletops used will be cleaned and students will be directed to wash their hands for a minimum of 20 seconds before and after meals.**

## Transitions and Breaks

**Students and staff will wash their hands for a minimum of 20 seconds upon entry and exit of classroom. Hand washing will also be mandated after blowing nose, sneezing or coughing, before and after eating, after bathroom use, and other appropriate situations.**

### Entering/Exiting classroom

**When students are transitioning from one place to another, students will be asked to line up one-by-one on the 6-foot markings and following social distancing procedures. Staff will direct students to the designated areas as indicated by markers and monitor for compliance.**

### Restroom Procedure

**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 urinal's, 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.**

### Outdoor Activities

**During outdoor sessions, children must 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.**

**Participation in outdoor activities will not occur on days categorized as unhealthy, as reported by local Air Quality Index and Weather Service Heat Index.**

## Behavioral Expectations

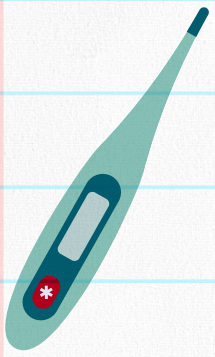
Student failure to abide by all health and safety requirements as outlined by county and state officials, such as not wearing a mask or refusing to social distance, will be grounds for immediate removal from the Day Camp program.

**Additionally, 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 the following: staff counseling, exclusion from activities (loss of privileges), parent conference, suspension for one or more days, a behavior contract, and possible release from the program for the remainder of the year.**



# CLASS RULES



stay home if  
you feel sick



6 FT



keep 6 ft  
from others



wash your  
hands with  
soap and water



use hand sanitizer  
if you can't wash  
your hands



cough or sneeze into a  
tissue or use your elbow.  
clean your hands after.

## OTHER CLASS RULES

---

---

---

---

---

---



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# DON'T FEEL WELL? STAY HOME WHEN YOU ARE SICK

Tell your mom, dad, or caregiver before you come to school. Tell your teacher or an adult if you become sick at school



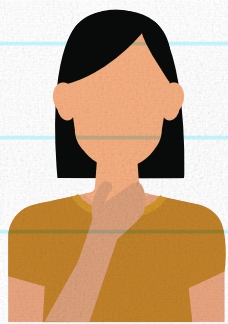
cough



Shortness of breath  
or problem breathing



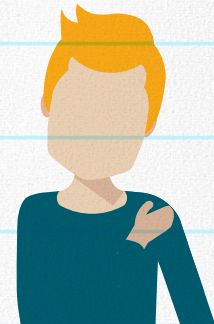
chills



sore throat



loss of taste  
or smell



muscle pain

## OTHER SYMPTOMS INCLUDE:

fever, runny nose, diarrhea, feeling nauseous  
or vomiting, feeling tired, headache,  
and poor appetite

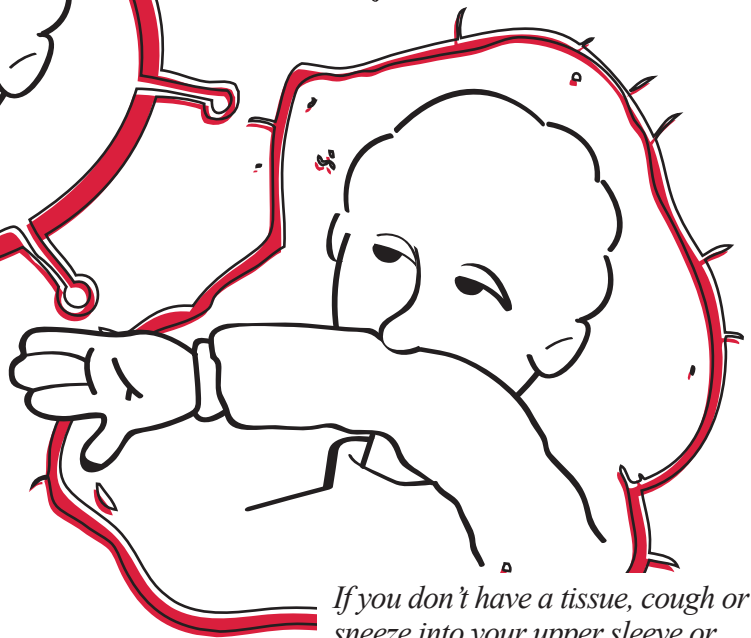
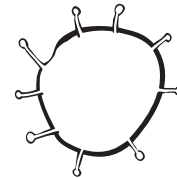
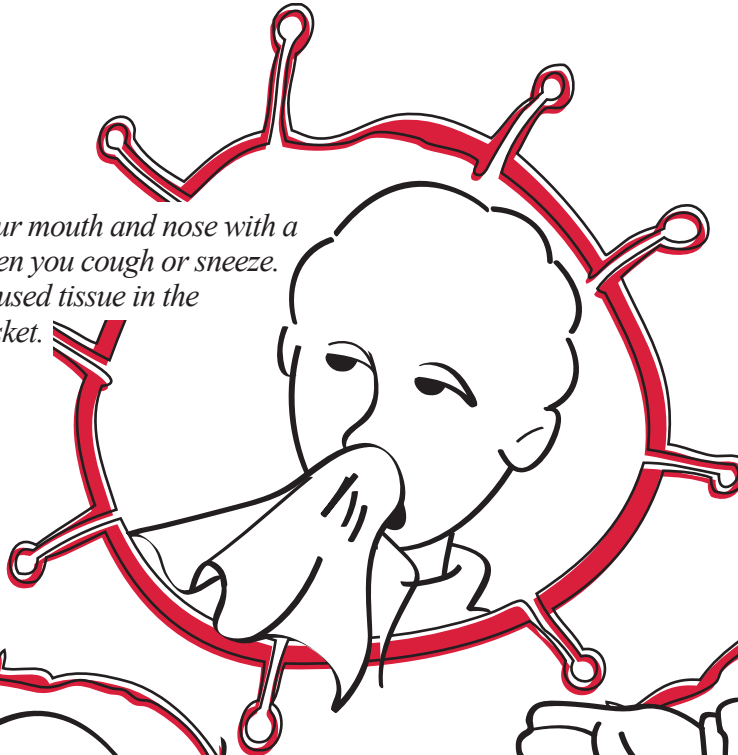


[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# Cover Cough

— *Stop the spread of germs that can make you and others sick!* —

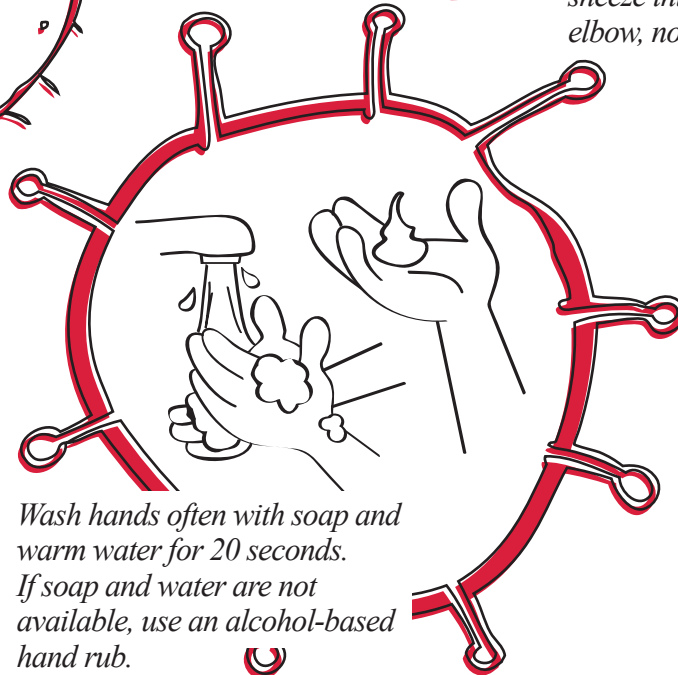
*Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket.*



*If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.*



*You may be asked to put on a facemask to protect others.*



*Wash hands often with soap and warm water for 20 seconds. If soap and water are not available, use an alcohol-based hand rub.*



# Stop Germs! Wash Your Hands.

## When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



## How?



**Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



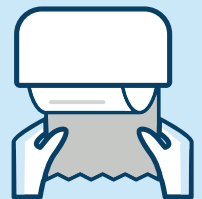
**Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



**Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



**Rinse** hands well under clean, running water.



**Dry** hands using a clean towel or air dry them.

**Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.**

LIFE IS BETTER WITH

**CLEAN HANDS**



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

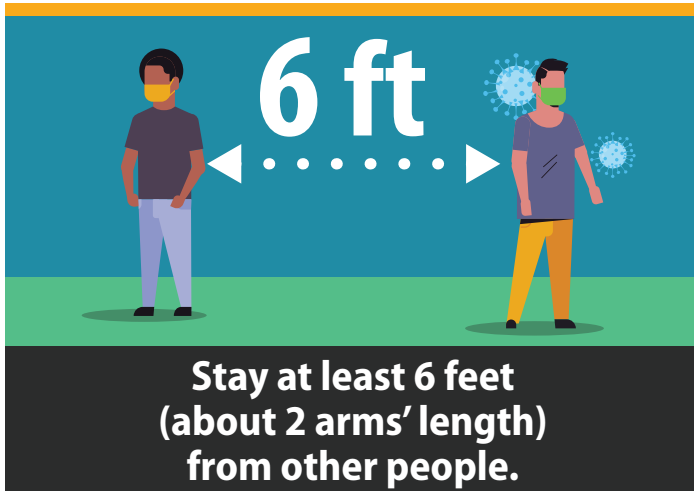
This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



CS310027-A

# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# STOCKTON UNIFIED STUDENTS READ AND LISTEN TO FREE EBOOKS!



Use a Chromebook (or computer) at [SoraApp.com](https://SoraApp.com)

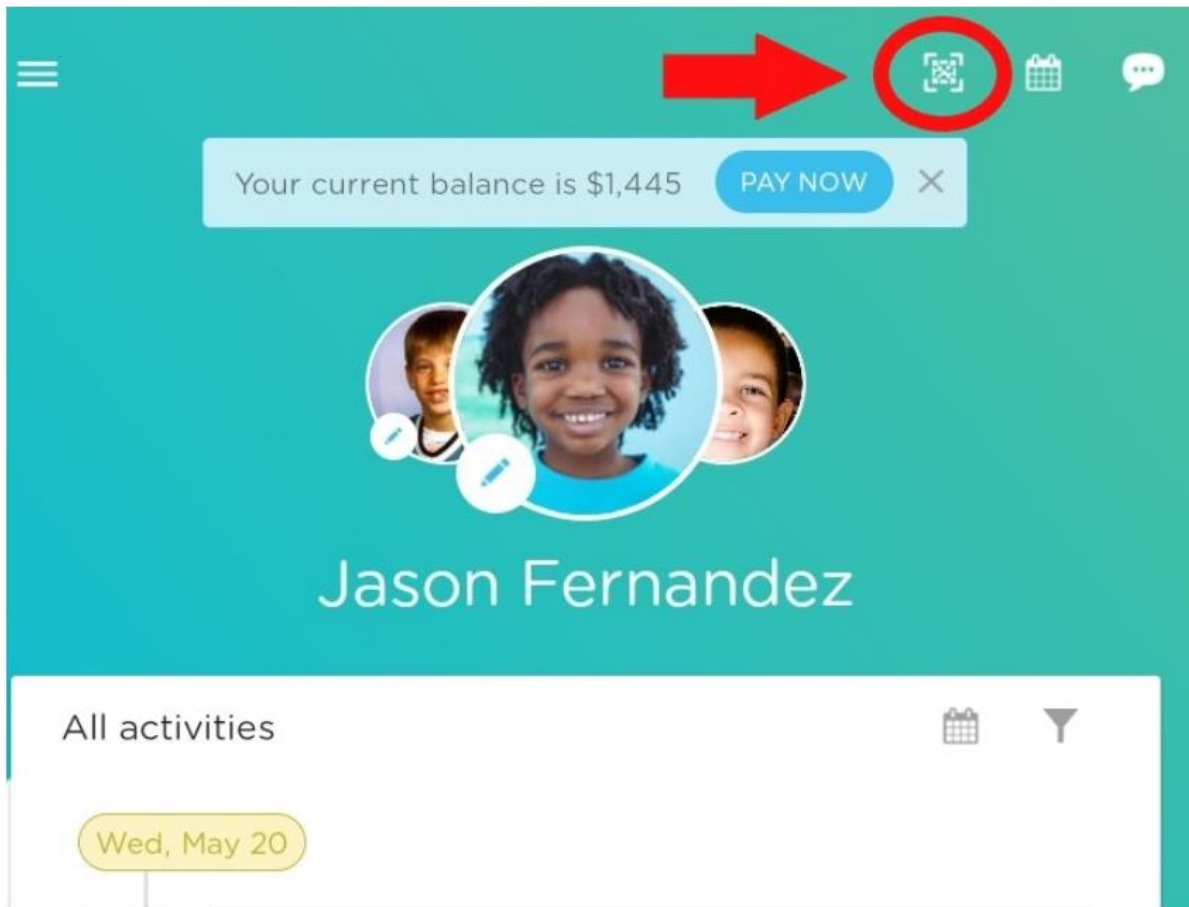
or find the SORA icon on the [SUSD Quicklinks](#).

Use a phone or tablet, download the free app from Google Play or the App Store.

- Click on **"Find my School."**
- Find **Stockton Unified School District** or school code **stocktonca**
- Click on **"Sign in using Stockton Unified"**
- Sign in with you **SUSD Google account**

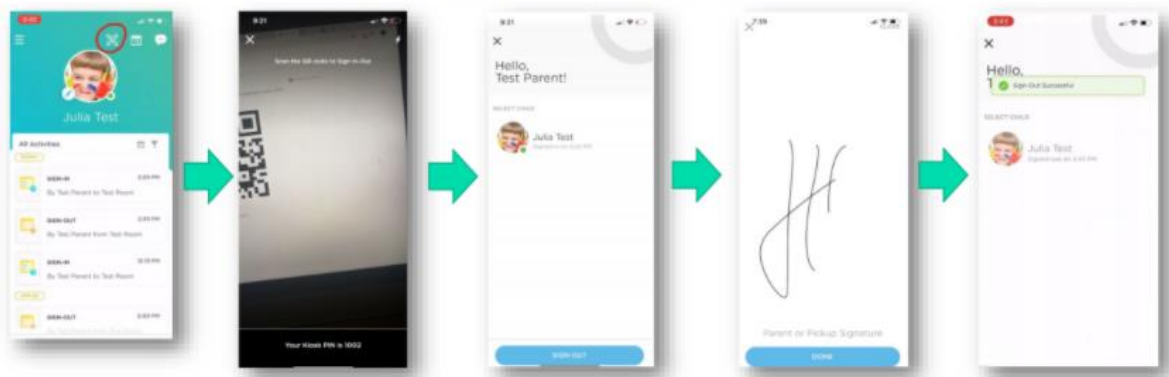


## Using QR Codes for Sign In and Out



Selecting this icon will activate your device's camera. You will simply need to point the camera at the school's QR Code.

You will then be able to complete the sign in and out process on your own personal device. **The flow that you are presented on your phone will be the same as if you entered your pin into the kiosk!**



## Guiding Questions for Student Support

What is the main idea?

Can you summarize it?

What evidence or proof can you find in the text?

What is the problem asking you to find or figure out?

What do the numbers represent in the problem?

Is your answer reasonable, does it make sense?

Can you write a math sentence to model the problem?

Can you draw a picture to represent the problem?

Is there anything you can eliminate to simplify the process?

Can we break this question down into smaller parts?

Can you work backwards or use guess and check?

What do you understand about the problem and what still confuses you?

What is the first step you need to take, how can you begin?

Can you organize information in a chart, diagram, or graphic?

Do you recognize a pattern?

Can you explain how you solved or found your answer?

What tools can you use to help accomplish your task?



# STUDENTS SHOULD BE TREATED WITH RESPECT

# S

## **Structure/Organize**

**the classroom & school settings**  
in a ways that promote responsible student behavior

# T

## **Teach**

**students how to behave responsibly**  
in the classroom, common areas, and situations

# O

## **Observe/Monitor**

**student behavior**  
by physically circulating and  
visually scanning to supervise!

# I

## **Interact**

**positively with students**  
by giving specific descriptive feedback on student behaviors  
maintaining a high ratio of positive to corrective interactions

# C

## **Correct**

**irresponsible behavior fluently-  
briefly, calmly, and consistently**  
in a manner that does not interrupt the flow of instruction

# Daily Home Screening for Students

*Parents: Please complete this short check each morning and report your child's information [INSERT YOUR SCHOOL REPORTING INSTRUCTIONS] in the morning before your child leaves for school.*

## SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

	Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
	Sore throat
	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
	Diarrhea, vomiting, or abdominal pain
	New onset of severe headache, especially with a fever

## SECTION 2: Close Contact/Potential Exposure

	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
	Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the <a href="#">Community Mitigation Framework</a>
	Live in areas of high community transmission (as described in the <a href="#">Community Mitigation Framework</a> ) while the school remains open

