Childcare Family Handbook

Fall 2020

City of San Luis Obispo Parks and Recreation

The SPARK Program
SLO Parks and Rec Kids
The City of San Luis Obispo Parks and Recreation Department’s
Distance Learning Childcare Program

The SPARK Program
“SLO Parks and Rec Kids”

The City of San Luis Obispo Parks and Recreation Department’s Youth Services Division provides inclusive and quality care for school-age children where lifelong learning, cultural unity, discovery, personal growth, and play are emphasized. The City’s childcare program focuses on the developmental needs, characteristics, and individual experiences of each child through engaging activity and recreational curriculum planning (arts, games, science activities), developing a sense of community and place, and supporting healthy lifestyles. Educated and well-trained staff who have a passion for providing quality care promote learning, communication and are committed to fun, play and celebration through organized activities.

During the COVID-19 pandemic, the City’s childcare will continue to adjust to comply with Center for Disease Control (CDC), County Public Health (CPH) and Community Care State Licensing (licensing) regulations. This may result in a change of capacity, methods for sign-in and out, activities offered and more.

The City’s childcare historically has provided families a place for their children to be outside of school hours. During the school district’s (SLCUSD) distance learning time, staff will focus on providing a safe place for children so that adults can go to work. At the time of publication, City staff are seeking academic support for the students from SLCUSD.

While City staff recognize the value of education, they are tasked to provide a safe and inclusive childcare program and staff are hired as childcare providers in a recreation setting rather than academic professionals. Groupings will be made with diverse grade levels, to ensure families are grouped together. City staff will remind the children to log into their Distance Learning program, but will not be responsible for completion of work, submitting assignments or forcing a child to “pay attention” in class.

**PROGRAM GOALS**

1. Respect the needs of the community’s children and families;
2. Foster the physical, emotional, and social development of youth in San Luis Obispo through recreational and enriching activities;
3. Provide a safe, fun and nurturing environment;
4. Provide essential, reliable, and responsible childcare services using trained, qualified and experienced staff.
5. Continue to stay apprised of changes during the COVID-19 pandemic and adjust program to maintain compliance, while offering families peace of mind.
6. Create a program that puts health and safety first, both emotional and physical, and in regard to following all best practices as recommended and requirements as dictated by CDC.
Child Care Rooms

Licensed by the State of California Community Care Licensing, childcare room and site assignments will be made:

- To include family members
- To accommodate school site preference, not guaranteed.
- Childcare staff will try to segregate ages as space is available; however, rooms may include children in grades TK through 6th.

Once a term begins, children may not transfer between rooms, to ensure the safest “bubble grouping” for all children and staff involved.

Staffed at a low ratio of 1 staff for every 14 children, program staff offer a variety of activities, social experiences and opportunities that promote learning, awareness and fun. The SPARK Program assures that each child receives nurturing care and participates in recreational and enriching experiences within an environment that encourages their success. Staff will support children with their online learning to the best of their abilities, but will not be responsible for academic success, completion of assignments or force a child to do the work they don’t want to do.

Enrollment

Step 1: Lottery and Interest List

In order to provide the most equitable access to limited childcare spots, the City will use the lottery system to assign spaces. All individuals interested in a spot, must complete the Lottery sign up by Wednesday, July 29.

Step 2: Assignments

Staff will use a random number generator to pick names from the lottery list. Two lists will be made: essential workers and others. Essential workers will be given top priority of spots. Once they have been accommodated, other workers will be contacted.

Step 3: Registration

Staff will contact families and advise of their spot and school assignment. Families will have 1 week (or less, depending on timeline) to complete registration paperwork and pay online (payment information below). If payment is not made or paperwork not submitted, spot will be forfeited and given to next person in line.

Step 4: Final School and Room Assignments

After payments have been made and paperwork complete, final assignments will be made. Please note, there is no guarantee for requested site or room as there are many factors determined when making rooms to ensure the safest and most efficient use of school district rooms and ensuring “bubble units”. Staff will be notifying of specific room assignments until check in at the first day of program, based on continued shifting of other participants.
Step 5: Month to Month Priority and Continuing Enrollment

Families using the program will have priority in following month’s care. To reserve spot, payments must be made (or a payment plan established) by the assigned date for each program period (dates below). If payment isn’t made, spot will be forfeited and given to the next person on the waitlist.

<table>
<thead>
<tr>
<th>Program Period*</th>
<th>Registration and Payment Due</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 24 – September 11</td>
<td>August 3-August 10</td>
<td>$600</td>
</tr>
<tr>
<td>September 14 – October 2</td>
<td>August 26-September 2</td>
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<td>October 5 – October 30</td>
<td>September 16 – September 23</td>
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<td>November 2 – November 20</td>
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<td>$600</td>
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<tr>
<td>November 30 – December 18</td>
<td>November 11 – November 18</td>
<td>$600</td>
</tr>
</tbody>
</table>

* Based on assumed dates, SLCUSD calendar not published at time of publication

REGISTRATION PAPERWORK

Per State Licensing and City policy, the following forms must be complete. Paperwork will be mailed to each family and can also be found and completed online and mailed to YouthServicesRegistration@slocity.org. If you are unable to access this online, please notify City staff and a hard copy will be made available to you. Paperwork will be printed and available at each program site. Previously enrolled families (from Sun ‘N Fun or Club STAR 2019-2020) will only need to update some of these forms and will receive a separate email.

Necessary Paperwork:

1. City of San Luis Obispo Program Agreement
2. Family Information Sheet
3. LIC 700 – Identification and Emergency Information for Childcare Centers
4. LIC 702 – Child’s Preadmission Health History
5. LIC 995 – Childcare Center Notification of Parent’s Rights
6. LIC 613A – Personal Rights
7. LIC 627 – Consent for Emergency Medical Treatment
8. City of SLO Childcare Code of Ethics

PACKAGES AND PRICING*

Families may choose between the following packages:

- Full Time Care (Monday – Friday 8 am – 5 pm) - $200/week
- Half Day Morning Care (Monday-Friday 8 am – 12 pm) - $100/week
- Half Day Afternoon Care (Monday – Friday 1 pm – 5 pm) - $100/week
- 3-Day Care (Monday, Wednesday, Friday 8 am – 5 pm) - $120/week
- 2-Day Care (Tuesday, Thursday 8 am – 5 pm) - $80/week

If there are not enough participants in these programs to make a full room, you may opt to choose Full Time Care instead. Package choices don’t affect one’s spot in the lottery.

*Pricing is subject to change, per City Council approval on August 18, 2020.
Monthly Payments and Payment Plans:

Payments will be made for 3- or 4-week increments, based on the month. Please see dates above for payment due dates. If a payment plan is needed, please communicate with Meghan Burger at mburger@slocity.org to schedule a weekly payment plan. If a payment is not made, child’s spot will be forfeited, and future enrollment may be hindered.

Subsidized Care and Scholarships:

The City continues to partner with CAPSLO-Child Care Planning Resource Center (CCRC). Families who are qualified through CCRC may opt to name the City as their childcare provider to have fees paid for by the state. It is the family member’s responsibility to have the assigned CCRC liaison send monthly contracts to Meghan Burger.

The City can provide a scholarship for families who need additional financial support. If your family needs financial assistance, please inquire at mburger@slocity.org.

For other individuals in need, for additional support needed, please contact The District Family Resource Center through the San Luis Coastal Unified School District.

Receipts:

The City of San Luis Obispo Parks and Recreation Department issues receipts when payment is received. It is each family’s responsibility to save receipts for tax purposes. The Youth Services childcare program Tax ID # is 95-6000-781. The Parks and Recreation Department provides a yearly total of childcare costs for a fee of $5.00. Childcare expense reports take three to five business days and must be prepaid and requested at the Parks and Recreation Office. They may also be found online:

1. Go to website www.slocity.org/parksandrecreation and find the Youth Services tab.
2. Click the blue “register now” button.
   a. Log in/create an account.
   b. Be sure family members are added to your account.
3. Once logged in, go to “my account.”
4. In the Payment and Order Management box, click “Tax Receipt.”
5. Select tax year using drop-down option.
6. Select family members to include by highlighting the appropriate family member names in the “available family members/friends” column. Click arrow to move over to “selected family members/friends.”
7. Click “run report.”
WAITLIST GUIDELINES

Families who are not called from the lottery on the first round will remain on the waitlist for upcoming spots. Spots may open when a child stops attending or if the City opens a new childcare room. If a family is called from the waitlist, there will be a limited amount of time to enroll (72 hours). If the window passes, spot will be given to the next person on the waitlist and child will be moved to the bottom of the waitlist.

LATE PICK UP FEES

For pick-up after 5:00 p.m. (or Morning Half Day program at 12 p.m.) over (according to the on-site clock) the parent/guardian will be charged the following (per child):

1. $1.00 per minute after 5:00 p.m. (or after 12:00 p.m.)
2. $20.00 administrative fee;

- More than two late pick-ups will result in child(ren)’s suspension from the program.
- Late fees must be paid in full before children may return to the program.
- Families using subsidized care must pay all late pick up fees as they will not be reimbursed.

If parent/guardian is more than 15 minutes late, staff will call the people from the emergency pick-up list. If more than 30 minutes pass without contact from the parent or emergency contacts, San Luis Obispo Police Department will be called to pick up the child.

Staff realize that emergencies do happen and ask families to communicate with us if needed.
Program Information

DATES/HOURS

Due to the changing nature of COVID-19, at the time of publication, it is assumed that all policies and information listed will be valid through December 31, 2020. Once there is an update for re-opening of in-person school, Youth Services staff will communicate program changes.

PROGRAM LOCATIONS AND PHONE NUMBERS

<table>
<thead>
<tr>
<th>School Site</th>
<th>Bishop’s Peak</th>
<th>CL Smith</th>
<th>Sinsheimer</th>
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</thead>
<tbody>
<tr>
<td>License Number</td>
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<td>LIC # 401710471</td>
<td>LIC# 401712125</td>
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<tr>
<td>Address</td>
<td>451 Jaycee Drive</td>
<td>1375 Balboa Street</td>
<td>2755 Augusta Street</td>
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<tr>
<td>Site Phone Number</td>
<td>805.540.8504</td>
<td>805.540.8505</td>
<td>805.540.8506</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Room</th>
<th>Location</th>
<th>Room</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purple Room</td>
<td>Room 21</td>
<td>Child Care Portable</td>
<td>Child Care Room</td>
</tr>
<tr>
<td>Blue Room</td>
<td>Room 20</td>
<td>Child Care Portable (2)</td>
<td>Room 21</td>
</tr>
<tr>
<td>Green Room</td>
<td>Room 6</td>
<td>Science Room</td>
<td>Room 11</td>
</tr>
</tbody>
</table>

STAFF ROLES

Educated and well-trained Child Care Staff are committed to promoting lifelong learning, wellness and fun. All Child Care Staff have been through an extensive background check, and up to date training on the CDC and COVID-19 childcare guidelines. The following positions will be on Program sites:

- **Site Director**: At least two years of experience in licensed childcare; 12 college units in Early Childhood Education, Child Development, Family Studies, Recreation or Psychology; 3 college units of Childcare Administration; CPR and First Aid Certification. Directors will be providing direct service to the children, as well as managing family communications for the entire site.
- **Child Care Staff**: These individuals will be providing direct service to the group of children. They will be assigned to a singular program site and room. Staff will be assigned as Aides, Teachers, Head Teachers or Support Staff. Requirements vary based on position.
- **Safety Monitor**: These folks will sign the children in and out each day, conducting health assessments as well as ensuring a sanitized environment. They will be assigned to a singular program site.
- **Youth Services Administrative Staff**: These folks oversee all of The SPARK Program and may be seen at any site at any time.

All Youth Services staff must also pass the nationwide Livescan fingerprint clearance, Tuberculosis test, proof of Pertussis, Measles and a Flu vaccination and a physical exam.
Inclusive Care

The San Luis Obispo Parks and Recreation Department’s childcare programs strive to meet the needs of all children. Children with special developmental needs as well needing physical accommodations are accommodated through inclusive childcare opportunities. If a child needs individualized assistance or specialized care, it is the responsibility of the family to notify the Recreation Supervisor at time of registration.

Oftentimes, children with special needs will attend childcare with an outside support provider from a partnering agency. These providers will wear proper identification and will have State Licensing clearance.

Benefits of Inclusion

There are many reasons to provide opportunities for individuals with disabilities to play, learn and interact with their peers without disabilities. Inclusion care is proven to be beneficial for everyone involved.

Benefits to children and youth:
- Young people are not segregated. The negative effects of labeling and lack of familiarity are decreased.
- All children feel a sense of belonging.
- Children of all ages learn to appreciate diversity in others.
- When everyone participates, children have opportunities to be creative, resourceful and cooperative.

Benefits to families:
- Families have an opportunity to experience and understand differences and similarities.
- Families have expanded opportunities for learning from and teaching other children.
- Families have the comfort of knowing your child is in a safe, nurturing environment.

NON-DISCRIMINATION POLICY

The City of San Luis Obispo believes all children, family members, and staff have the right to be treated with respect and dignity regardless of gender, cultural, or religious background. Youth Services is open to all qualified persons without regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability.
Policies and Procedures

APPROPRIATE COMMUNICATION

To ensure the best experience, staff ask that families share with them anything that might affect a child’s behavior during the day so that the individual needs of each child and family may be met. As families will not have direct contact with the childcare providers, communication will be done in a couple of ways:

1. Leave a note at drop off. If there is a quick reminder you would like to share with your child’s program staff, send a note that can be delivered to them.
2. Send an email. Youth Services Administrative staff and Site Directors will be checking and responding to email daily.
3. Request a phone call. Site Directors will be able to schedule a time for a personal phone call to discuss incidents, input and anything else that may come up.
4. Make a phone call. If you need a message to be delivered to your child, please call the site phone and the message will be relayed.

In the case that there are general program updates, emails will be sent to all families.

It is the staff’s job to ensure a safe and appropriate environment for the children. Some reminders to ensure communication is healthy and appropriate while in the childcare programs:

1) Families may never approach children, other than their own, to discuss incidents, to manage behaviors or in any way that is deemed inappropriate by staff.
2) Programs end at 5 p.m. If you are a family member picking up right before or at 5 p.m. please understand that staff will not be able to stay after 5 p.m. to discuss your concerns, unless the time has been pre-scheduled.
3) Families are reminded to be mindful of what they say in the proximity of other children. At no times are profanities, vulgar language, name calling, or other inappropriate forms of communication allowed.

AUTHORIZED PICKUPS

If a child is to be picked up by a person other than the person who registered the child or is listed as legal guardian, written permission must be provided specifying dates, times and persons or name provided at the time of registration. The Youth Services Division reserves the right to ask for picture identification at any time a Child is being picked up from Program.

Children will not be released without written permission from a parent or guardian. City Staff at the program sites do not take phone authorization; this is for the safety and welfare of the children. Please bring your own pen for sign in and out.
CELL PHONE FREE ZONE

To help maintain quality programming, all Youth Services childcare programs are cell phone free zones. Parents/guardians are asked to finish all calls before entering the program. If a family member enters the room while on a cell phone, staff will ask the person to leave the room or hang up the phone. Additionally, Youth Services staff will provide families with program phone numbers, in the case of a family member needing to contact their child(ren), children will be asked to keep cell phones, electronics and “smart devices” turned off during program time.

CLEANING AND SANITIZATION

Program staff are comprised of Child Care experts and Parks and Recreation professionals from other fields. All staff are trained to provide a safe experience, communicate with children in a positive manner, engage children in a day of fun activities, and to comply with CDC regulations for childcare programs. Program staff will wear masks throughout the day and wear gloves at appropriate times (taking temperatures, serving snack). Sanitization will occur throughout the day, including but not limited to:

- In between families at sign-in and out
- After each activity period or hourly, whichever comes first
- Before and after all mealtimes
- After each use of the restroom

Children will be required to wash their hands with soap and water every hour or at the change of an activity, whichever comes first.

Program activities will include inside and outside options. CDC recommends spending as much time as possible outdoors and with air flow. Windows and doors will remain open while in the rooms. Each Child will be provided an individual “tool kit” of pencil, crayons, markers, glue, etc.

All shared program materials will be sanitized after every use.

CONFIDENTIALITY

All child and family information is confidential. Youth Services staff will not discuss or release private information to other families or outside agencies without parent/guardian consent. As Youth Services shares a school facility, staff will discuss child behaviors with schoolteachers and personnel. Youth Services will comply with all requests required by Child Welfare Services or police - information will be provided without parental permission. Suspected child abuse will be reported to appropriate authority without parental consent or notification.

CUSTOMER SATISFACTION

The San Luis Obispo Parks and Recreation Department staff values customer feedback and hope families will take the time to share ideas. Please feel free to come in and talk with staff at appropriate times or write a letter to Youth Services at San Luis Obispo Parks & Recreation Department, 1341 Nipomo Street, San Luis Obispo, 93401 or e-mail at mburger@slocity.org.
DISASTER PLAN AND EMERGENCY DRILLS

Each site is equipped with a Disaster Kit which includes an emergency evacuation manual. Please see the Site Specialist to review this information. Emergency Evacuation sites are as follows for each site (please note, children will be evacuated to school turf first and to Secondary Evacuation Site (below) if needed. (During time of publication, all sites are not expected to be used. This is provided in the case of site expansion).

- Bishops Peak: Nativity School on Daly Street
- C.L. Smith: Laguna Lake Golf Course
- Hawthorne: Meadow Park
- Pacheco: Throop Park
- Sinsheimer: Sinsheimer Park, near baseball stadium
- Programs on field trips: Mission Plaza or closest collection point listed above.

Staff will lead children through one emergency safety drill each month, including, but not limited to: fire, earthquake, and lock down. The purpose is to prepare children to listen when staff need them to and to prepare staff to be able to react in an emergency with clear-headedness and speed. Often these drills will coincide with school drills and other times they will be specially scheduled. Please ask your Site Director if you have specific questions. All children are expected to respond appropriately to demonstrate their ability to keep the group safe in a true emergency.

DISMISSAL/SUSPENSION

The Youth Services childcare programs reserve 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 register or prepay for services;
2) Lack of attendance (see attendance policy);
3) Continued late pick up of child;
4) Behavior problem on the part of the child, including unsafe behavior and bullying;
5) Lack of cooperation regarding policies and procedures, including offensive, discriminatory or attacking behaviors towards staff or other children, from a child or family members (see Appropriate Communication);
6) At any time if a serious discipline situation occurs creating an unsafe environment;
7) Failure to provide updated contact information and/or failure to respond to calls from staff regarding children while in the program within 30 minutes.

DRESS

Children should wear comfortable play clothing that is appropriate for potentially messy projects. As a safety precaution, it is suggested that children wear closed-toe shoes. Children who do not wear closed-toe shoes may be limited on activities to ensure safety.
During winter months, please send children with a jacket or sweater so he/she can participate in outdoor activities. Please put child’s name on all jackets, sweaters, sweatshirts and any other loose clothing. All lost and found items not claimed will be donated at the end of each quarter.

We understand that accidents occur - and are ready to accommodate them; however, families of children who have more than one bathroom accident will be asked to provide an extra set of clothes to ensure their child is comfortable and to ensure a sanitary environment for everyone. If a change of clothes is not provided, family will need to pick up child immediately (within 30 minutes) or emergency contacts will be contacted. Due to COVID-19, childcare staff are limited on the support they can provide a child in cleaning and changing themselves. Families will be contacted and will be expected to attend to their children’s needs.

Families are encouraged to send children with hats and appropriate gear for sunny days. If children need to apply sunscreen during program time, please refer to the section on Medication.

**FOOD**

Snacks will be provided two-times a day. These will include pre-packaged food items. A weekly snack menu will be provided each Monday. If you would like your child to eat their own snack, please notify staff. Children will be required to sit 6-feet apart when eating and may not touch or share another child’s food.

Lunches are required to be sent from home and preferably in a backpack that can be hung on a rack outside. Do not send food that needs to be refrigerated, microwaved or that the child cannot open independently. All uneaten food and garbage will be sent home at the end of the day. Soda, candy and gum are not permitted.

Water will be available throughout the day. A staff member will fill all water bottles throughout the day (using tap water). These will be sent home daily and are asked to be cleaned each day before returning to the program. **PLEASE NOTE:** Children will not be allowed to use water faucets and may only drink from their personal water bottles.

**GIFTS**

Working with your child is gift enough. Youth Services staff are not able to accept personal gifts; however, if a family wants to show their appreciation, we ask that it be a gift to the program site (i.e.: books, craft supplies, games, etc.) or something the staff team can enjoy at a staff meeting (i.e. pizza or snacks). Site Specialists will provide a wish list and/or needed items.
GUIDANCE POLICY

The Youth Services staff work to provide the best experience for every child attending our program. Program philosophy is to encourage, guide and promote a positive and enriching environment for all. Staff believe that with a well-rounded, nurturing environment, children will be happier and more apt to follow the examples set for them.

Behavior limits and boundaries have been set by the staff to ensure the safety of all children. If a child exhibits behaviors that are out of bounds, natural and logical consequences may be enforced, as well as redirecting a child into a more positive situation or activity. Each child and each behavior warrants individual action; however, the goal is to set examples of positive communication and conflict resolution skills. Families will be notified of any occurrences and parent feedback and support is essential to any behavior issue.

Due to heightened safety measures and the limitations of people in a program room, children are expected to comply with staff at all times. Elopement, physical aggression, or defiance will not be tolerated, and child will be sent home immediately without the option to return to the program for an extended time, depending on nature of offense. If a child demonstrates one of these behaviors, family will be called to pick up their child within 30-minutes. If parent/guardian is not reached within 15-minutes, staff will contact the emergency contacts. SPARK Program is a large group care program and in order to ensure the safety of all, all children must be willing to stay with the group and comply with staff direction.

For other offenses:

- If a situation occurs that is serious, but does not warrant calling the family, a Behavior Notice will be sent home explaining the child’s inappropriate behavior and the subsequent action taken by Youth Services staff.
- If a child demonstrates behavior that is unsafe to him/herself or others, including emotional wellbeing, staff will call the parent/guardian to have the child picked up immediately. If the parent/guardian is unable to be reached within 30 minutes, those listed on the “Emergency Pickup List” will be contacted to pick up the child. A Behavior Notice will also be given.
- If necessary, the child will be put on a behavior contract, mutually agreed upon by Youth Services staff, the child’s family and the child. Failure to comply with the behavior contract will result in immediate dismissal from the program.
- At times, if a child is having a tough day, but not to the point of earning a Behavior Notice, staff will call the family to give them a heads’ up and perhaps encourage an early pick-up, so the child can leave before behaviors escalate. This is considered a courtesy call.

Youth Services is a bully-free environment, and children (or families) who demonstrate bullying to other participants or staff will be asked to leave the program.

NOTE: The Youth Services childcare programs reserve the right to ask any child to leave the program at any time, without following the above steps, if a serious discipline situation occurs or if the child is a danger to him/herself or others, as deemed by program staff. The family will be notified immediately, and alternative childcare will be required.
HEALTH/ILLNESS

If a child becomes ill or injured at the program, the child will stay in a quiet area while the family is called to pick up the child. This is no means of punishment, but a way of keeping all children and staff safe. The child must be picked up within 30 minutes. A child cannot attend the program with a fever, vomiting, pinkeye, head lice, excessive coughing, sneezing, communicable diseases, or diarrhea. A child may not attend the program if they have symptoms of COVID-19 (listed below).

Potential COVID-19 Symptoms*

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

*as published by CDC on July 24, 2020

Children with NITS are not allowed to attend the City’s childcare programs. A child must be free of symptoms for at least 24 hours before returning to the program.

In the event of illness or medical emergency, staff will contact the parent/guardian. If a parent/guardian cannot be reached, staff will contact those listed on the Emergency Contact list.

Children must be completely potty trained before attending The SPARK program. (Please see notes under “Dress” regarding toileting accidents.) The City’s childcare programs are not licensed to allow children napping. If a child falls asleep in the program, families will be contacted to pick up the child.

INJURIES

Children commonly experience bumps, bruises and scrapes during active play. When this occurs, a staff member will complete a brief “Ouch Slip” and give to family at pick up. If an Ouch Slip is not provided, families are encouraged to inquire about it to program staff as often the child may not have reported a small injury.

If a more serious injury occurs, including any bump to the head, back or spine, or excessive bleeding (or any other immediate concern), families will be called immediately to report the injury. If immediate medical attention is required, staff will call 9-1-1 for transport and professional help. Staff will also call the family, or Emergency Contacts, if family is unavailable.

ITEMS FROM HOME AND WHAT TO BRING TO SPARK

Children need to bring a lunch and water bottle every day. It is also recommended that children bring the following each day: sweatshirt/light jacket, hat, sunscreen and a bag to carry it all. Each child will have an assigned hook or cubby to store their belongings.

No other items from home may be brought to The SPARK Program. If they are, they will remain in the cubby/hook until the end of the day. Please do not send your child with any electronics (including a phone or smart watch), with the exception of a device for distance learning. City staff will not be responsible for damage to any device or item brought in to the program. Lost and found items will be bagged up and kept for one week. At the end of the week, all items will be disposed.
MANDATED REPORTING

By law, each person working for the Youth Services childcare programs is a Mandated Child Abuse Reporter. Duties include immediate reporting of any suspected child maltreatment to the appropriate authorities. Staff will never discuss reports made with other staff, children or families.

FACE COVERINGS

While the childcare programs are on a school campus, the program is not defined as a school but is a State Licensed childcare program. As such, regulations differ than that of education regulations. At the time of publication, State Licensing for Childcare states the following:

“San Luis Obispo County does not endorse the use of face coverings by children under the age of 5, it is an option for children ages 2-5 to wear masks but not necessary. K-12 children are encouraged but not required to wear face coverings.”

While staff will support the use of face coverings in the program, staff will not be responsible for ensuring they are properly worn or stay sanitary. All adults on campus are required to wear face coverings when within a 6-foot distance of others, including families at sign in and out.

MEDICATION

If a child needs to take prescription medication while at a Youth Services childcare program, please adhere to the following procedures mandated by the State of California Community Care Licensing:

1) Complete a Medication Distribution Form (provided at childcare site). This form must be kept on file.
2) For Prescription Medication: Medication must be in its original bottle. Label on container must include: child’s name, dosage, administration instructions, doctor’s name, and current issuance date.
3) For Over the Counter Medication: Must be in original bottle with label clearly stating dosage; if dosage is confusing, staff will request a Doctor’s note (this includes sunscreen).
4) Families must schedule a time to meet with program staff and train on specific administration needs, including inhalers and Epi-Pens before child attends with medication.
5) *Please note: It is the family’s or child’s responsibility to inform program staff of the time medication is to be issued. Child must be able to administer medication independently.

It is the responsibility of the parent/guardian to pick up any medication that remains at the end of the program. If child will be participating in a Youth Services program (with separate registration), the family must transport medication between program sites. Any medication not picked up will be disposed of in a safe manner.

Staff will not be responsible for identifying symptoms of hyperglycemia or hypoglycemia, but can assist the participant in checking blood sugar levels with proper training provided by parents or guardians.

If a child has a life-threatening allergy, it is the family’s responsibility to train staff and provide staff the necessary medications and equipment necessary. If a family chooses not to provide these tools and/or training, their child’s attendance in the program WILL be prohibited until these are provided.
PHOTOGRAPHS & VIDEOS

Staff occasionally visit the program sites with camera (video and photograph) in hand. These photographs are used for City brochures, educational purposes, City websites, City social media accounts and City Commission meetings. Families have the option to sign a waiver, located in the registration packet, allowing the program to publish photographs of the children.

PLAY TIME

Program staff will encourage children to keep distanced while playing; however, there are activities that will lend themselves to children being close to each other. As all experts have pointed out, it is impossible to keep a group of 14-16+ children separated by 6-feet during a 9-hour day. A benefit of having the same group of children and staff week to week is to cut down on the exposure of large groups. Staff will plan activities for children that naturally provide a larger distance between them but will not strictly enforce 6-foot distancing.

POSSIBILITY OF COVID-19 EXPOSURE

In the chance that a participant or staff member comes into contact with, or tests positive for, COVID19, the City will defer to County Public Health as to recommended steps of action. This will include family notification, sanitization, and potential closure. In the case of exposure or positivity, names will remain confidential and all individuals will be treated with dignity. Please refer to CDC Guidelines for Childcare for most recent information.

RESPONSIBILITY TO OTHERS

During the COVID pandemic, City staff and families are taking a calculated risk by enrolling in and working at childcare. Please do your part to slow the spread. When your child is not at the program, please make safe choices by limiting exposure to individuals outside of your family group. Please see section on Possible COVID Exposure above.

SIGN-IN/SIGN-OUT

ALL ADULTS ARE REQUIRED TO WEAR Face Coverings AT SIGN-IN AND OUT TABLE.

Please be prepared to wait during the sign in process for up to 15 minutes. Only one family will be allowed to sign-in at a time, others will need to wait on marked spots allowing for a 6-foot distance. Each family will need to answer questions regarding their child’s wellness, including exposure and any signs of illness. Staff will take a touchless Infra-Red temporal temperature check for every child. If your child’s temperature reads above 100°F, a grace period of 10 minutes will be given. After 10 minutes, temperature will be taken again and if within normal range, child can join the program. If not, child will not be permitted into the program. Families will not be allowed onto Campus past the check-in station. In an extenuating situation, families may enter the rooms after completing a health screen.
At pick up, families will return to same table to sign their Child out. Child Care staff will escort the Child to the pickup station. Anyone picking up a Child is expected to show a picture ID and must be listed on the pickup list. Please bring your ID every time you pick up your Child– Children will not be released without proper authorization and photo ID.

1. Families need to physically sign child(ren) in and out each day. State licensing mandates parent/guardian’s full signature (first and last name) when signing children in/out. Time in and out must be provided and accurate, based on the on-site clock. Children are only released to those persons listed as Parent/Guardian on the registration form unless written authorization is received from the parent/guardian. Please see Authorized Pickup Policy (above).

2. Because of Licensing Mandates, if a signature and time is not completed at sign-in or out, staff will note it on the roster and family will be given a warning). After the second warning, families will be charged a $20 penalty fee.

3. If a child is to be picked up by a person other than the person who registered the child in the program, written permission must be provided (prior to pick-up) specifying dates, times and persons. Parks and Recreation reserves the right to ask for proper identification at any time a child is being picked up. CHILDREN WILL NOT BE RELEASED WITHOUT WRITTEN PERMISSION FROM A PARENT OR GUARDIAN. Even if a person is on the “Emergency Pickup” list, written permission from the parent/guardian is required. Staff at the program sites do NOT take phone or fax authorization.

4. If specific individuals are NOT allowed to pick up a child from the program due to a custody situation, restraining order, or other circumstance, families are required to:
   a. Provide the Parks and Recreation Department with a copy of the court issued order(s), or other legal documentation that specifies that a certain individual is NOT permitted to pick up the child from the program before child attends the program.
   b. Contact the individual who is NOT permitted to pick up the child from the program, making him/her aware that program staff will not release the child to them.
   c. Be aware that the Parks and Recreation Childcare Programs provide a safe and supervised environment for all children. Please work with the staff to make sure that all participants are not put in compromising positions with individuals not permitted to pick up children.

5. Children will not be released to an adult who appears under the influence or intoxicated under any circumstance. If program staff have a suspicion that the adult who is picking up the child is under the influence or intoxicated, 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, is belligerent or acts in a threatening manner, the police will be notified.

**STAFF-TO-CHILD RATIO AND ROOM UNITS**

In accordance with CDC regulations, Children will be in groups of no more than 14 children to 1 staff and must be able to remain in a 6-foot distance while inside. Rooms may accommodate up to 18
children based on square footage of space. Not all rooms will be able to accommodate that many children. Children will be grouped by family groups, rather than typical age grouping. Children from the same family will be expected to be in the same group, no exceptions will be made. Additionally, three to four staff members will be assigned to the same group of children, to prevent the potential spread of COVID-19. Additional staff on campus will include Youth Services Administrative staff (on an interim basis), Parks and Recreation Safety Monitors, and a Child Care Aide (to help with one-on-one needs and safety compliance). For the safety of all children, room units will be expected to remain together for the entire program day and will not be engaged with other Units.

Frequently Asked Questions

“Why are there limited spaces at each program?”
Due to California State Community Care Licensing regulations there can only be so many children per square footage of room space. Each room is inspected annually, and a capacity is determined. With the onset of COVID, regulations allow for less children.

“Will the childcare staff teach my children their school curriculum?”
The City of San Luis Obispo provides childcare for families. In this unique time, we are providing care to families during a school day; however, staff are hired to be childcare providers and not educators. The school district staff will remain responsible for the educational component. While staff understand that families need children to complete academic work, families will need to communicate with SLCUSD personnel regarding all educational needs, challenges and opportunities.

“Why are you grouping by family rather than ages? It would make more sense academically?”
According to the CDC recommendations for childcare, family groupings are listed as the safest way to slow the spread. During this health crisis, the City is providing childcare, not academic programming, and will adhere to all best practices to ensure the healthiest and safest environment for the entire community.

FAMILY CODE OF ETHICS
Families are asked to agree to the following statements at the time of registration. This will serve as your copy:
1. I will encourage a positive attitude by demonstrating positive communication techniques with my Child, other families and SPARK Program Staff.
2. I will place the emotional and physical well-being of my Child ahead of my personal needs.
3. I will insist that my Child play and interact with other Children in a safe and healthy way. I will support the SPARK Program Staff working with my Child in order to encourage a positive and enjoyable experience for all.
4. I will insist that my Child treat other Children and SPARK Program Staff with complete respect.
5. I will educate myself on all SPARK Program information, policies and procedures so that I will be organized and feel prepared for my Child’s experience at SPARK Program.
6. I will accept the fact that there are many ways to solve a problem and I will come up with as many options as I can that combine The SPARK Program philosophies and my own interests.
7. I will do my very best to make my Child’s participation in SPARK Program fun and enjoyable.
8. I hereby pledge to provide positive support and encouragement for my Child, other Children and SPARK Program Staff by following this Family Code of Ethics.
The professional staff at San Luis Obispo Parks and Recreation sincerely believe that childcare services are a team effort, comprised of the family and the staff working to provide a nurturing, safe and fun environment. This necessitates that registered families understand and support the following expectations and policies, in agreement with all policies and procedures laid out in the Family Handbook.

REGISTRATION AND PAYMENT:
1. I understand that I must fill out a registration packet, pay a monthly fee by assigned day to ensure my child’s spot for the following month of care.
2. I understand that if I receive subsidized care from CAPSLO-CCRC, Parks and Recreation staff must receive notice of eligibility from CAPSLO-CCRC. If an attendance record from CAPSLO-CCRC is not received, I understand that I will be responsible for all program fees.

HOURS OF OPERATION:
1. I understand that childcare program hours are:
   - Full Time Care (Monday – Friday 8 am – 5 pm) - $200/week
   - Half Day Morning Care (Monday-Friday 8 am – 12 pm) - $100/week*
   - Half Day Afternoon Care (Monday – Friday 1 pm – 5 pm) - $100/week*
   - 3-Day Care (Monday, Wednesday, Friday 8 am – 5 pm) - $120/week*
   - 2-Day Care (Tuesday, Thursday 8 am – 5 pm) - $80/week*
   *Based on demonstration of need
2. I understand that my child will be assigned a site, based on availability, and will not be able to transfer between sites or rooms due to CDC best practice recommendations.
3. I understand hours of operation are based upon the on-site clock and are subject to change.
4. I understand that for every pick-up after 5:00 p.m. I will be charged the late fee, as listed in Handbook.
5. I understand that more than two late pick-ups will be reviewed and may result in child(ren)’s suspension from the program and that late fees must be paid in full before children may return to the program.

GUIDANCE AND COMMUNICATION:
6. I will share with the Site Specialist any changes in my child’s environment which may affect my child at the program.
7. I understand that my child may be asked to leave Youth Services childcare programs if any of the following incidents occur:
   a. Failure to register or prepay for services;
   b. Continued late pick up of child;
   c. Behavior problem on the part of the child, including unsafe behavior and bullying;
   d. Lack of cooperation regarding policies and procedures, including offensive, discriminatory or attacking behaviors towards staff or other children, from a child or family members;
   e. At any time if a serious discipline situation occurs creating an unsafe environment.
   f. Failure to provide updated contact information and/or failure to respond to calls from staff regarding children while in the program within 30 minutes.

SIGNING IN AND OUT:
1. I understand that my child will NOT be released from the program to any person or activity without written permission from a parent or guardian.
2. I understand that Youth Services childcare programs staff reserves the right to ask for photo identification from anyone attempting to take a child from the program.
3. I understand that I am required to sign my child in and out of the program using MY FULL SIGNATURE.
4. I understand that I am required to wear a face covering while at Sign-In and Out each day, unless an approved preexisting condition prohibits it, at which point staff will work with me at a 6-foot distance.
5. I understand that it will take up to 15 minutes to sign my children in and out each day and I will have my smart phone, device ready.

OTHER
1. I understand that I have the right to drop in to the site at any time, I may not enter the rooms without a health screen. It is encouraged that anyone other than participants or staff do not enter childcare rooms.
2. I understand that the City's childcare is licensed by the State and they have the authority to inspect the site, to interview children or staff, and to inspect and audit child or facility records without consent.
3. I understand that if my child becomes sick while at site, they will be isolated and I will be required to pick them up within 30 minutes. I understand staff are not medical experts and will make the best decisions they can for the wellness of all.
4. If my child or family is exposed to COVID-19, I agree not to send my child to care until cleared by a health professional.
5. If my child has a temperature or shows symptoms of illness, they will not be admitted into the program.
6. I understand City staff are providing a childcare program, not an academic program. For all academic support and needs I will communicate with SLCUSD personnel.

I have read and understand all the items in the Program Handbook.

PARENT/GUARDIAN SIGNATURE: ______________________________   DATE: