

**JCPRD**

**Out-of-School-Time  
(OST)**

**Gardner Parent  
Orientation**



**JOHNSON COUNTY**  
Park & Recreation  
District

We are so  
excited to have  
you join us!



JOHNSON COUNTY  
Park & Recreation  
District

# General Information

- ▶ Hours of Operation
  - ▶ Before School Program - 7:00am-8:10am
  - ▶ After School Program - 3:10pm-6:00pm
  - ▶ There will be a \$1.00 per minute late fee assessed for pick-up after 6:00pm. This is strictly enforced.
  
- ▶ Ways to contact us:
  - ▶ Site Cell Phone
  - ▶ Director's email
    - ▶ Your OST Director will email you with site specific contact info!
  
- ▶ Fees are processed weekly
- ▶ Please notify us if your child will be absent! Either by email or call.
- ▶ Upon pick-up, a Photo ID may be required by staff at any time



# Philosophy Statement

- ▶ Creating an environment that assures all children feel safe, secure, and nurtured.
- ▶ Building an atmosphere that helps children feel confident, valued, and accepted as individuals.
- ▶ Challenging students to cooperate, accept responsibility, embrace diversity, and enhance character skills.
- ▶ Fostering relationships that promote open communication between children, parents, and service to the community.
- ▶ Introducing children to enriching activities that stimulate creativity, critical thinking, and exploration.
- ▶ Encouraging an appreciation of nature and responsible stewardship through outdoor exploration.
- ▶ Promoting healthy lifestyles through age-appropriate learning experiences and recreational activities that support the social, emotional, and physical development of our children.



# Required Forms

Kansas State law requires all children to have the following forms on file at the center before attendance is permitted.

- ▶ **Personal Data Sheet** Be sure to list any allergies the child has or medications the child will be taking during program hours.
- ▶ **Health History**
- ▶ **Emergency Medical Release** Notary is *not* required in Johnson County, however you must enter Health Insurance information.

All forms must be submitted before your child's registration can be processed. These are emailed through Epact to be completed. *Children with incomplete records cannot attend the program.*



# Participant Code of Conduct

- ▶ Participation in the program is a privilege, not a right.
- ▶ The following set of non-negotiable standards for participation is designed to allow participants to self-regulate behavior:
  - ▶ Respect the rights of others to courtesy and personal space.
  - ▶ Manage anger in appropriate ways.
  - ▶ Respect and respond to adult authority.
  - ▶ Accept differences among the group.
  - ▶ Accept responsibility for own actions.
- ▶ Discriminatory statements or behaviors that are based on race, religion, disability, sex or gender will not be tolerated and will result in disciplinary action, including suspension and/or termination from the program.
- ▶ These are reasonable expectations for any child participating in a group care setting. The actions of each individual influence the quality of participation for the entire group. Our goal is to facilitate successful participation for each child through the joint understanding, support, and practice of these positive life skills.

# Parent Conduct

- ▶ Parents must demonstrate civility, self-control, and socially acceptable behavior when interacting with JCPRD employees, participants, and their families.
- ▶ Profanity, threats, insults, harassment, suggestive remarks, intimidation, physical crowding, and/or contact will not be tolerated.
- ▶ Kansas state law prohibits parents from disciplining and/or reprimanding other program participants.
- ▶ Failure to observe appropriate conduct will result in immediate and permanent termination of care.

# Non-Violence Policy

- ▶ Programs will not allow any form of violent play, including:
  - ▶ The use of toys as weapons
  - ▶ Gesturing in an aggressive manner
  - ▶ Depicting violence in drawings or any other expressive form.
- ▶ Possession of weapons, fashioned or real, is prohibited and grounds for immediate expulsion.
- ▶ Statements by anyone that threaten violent action will be regarded as real, and result in immediate contact of parents and law enforcement, if appropriate.





# Fees

- ▶ Payments are due on Fridays in advance of programming
- ▶ Fees must be paid in the form of automatic recurring payments set up in your ActiveNet account
  - ▶ A \$30 reconciliation fee will be applied for each declined debit/credit card payment, with a maximum non-resolution period of 10 days at which time childcare will be terminated.
  - ▶ Refunds will not be issued for vacation or non-COVID related illness.
  - ▶ All fees are non-refundable and non-transferrable.



# Holiday and In-Service Days

## ► Holidays:

Labor Day - Sept. 7

Day before Thanksgiving - Nov. 25

Thanksgiving - Nov. 26

Day After Thanksgiving - Nov. 27

Winter Break - Dec. 24

Winter Break - Dec. 25

Winter Break - Dec. 31

New Year's Day - Jan. 1

Martin Luther King Day - Jan. 18

President's Day - Feb. 15

## In-Service Days:

Oct. 15 and 16

Jan. 4 and 5

Feb. 11 and 12

# Communication

- ▶ Parents will receive information from directors through:
  - ▶ Online newsletters, dry erase bulletins, notes home, e-mail, as well as informal and formal conferencing.
- ▶ Each month a Smore.com Newsletter will be sent out in a link via email. These newsletters contain important information about our program, upcoming dates to remember, as well as a glimpse of activities your kiddos have been working on while in our program.
- ▶ You will probably get an email about every week to every-other week with updates and reminders. If you are not receiving emails, please let your director know! We don't want you to miss out on any information.

# Schedule Breakdown

- ▶ **Morning Program**
  - ▶ Handwashing upon entry
  - ▶ Morning Snack
  - ▶ Daily Activities and Homework Time available
  
- ▶ **Afternoon Program**
  - ▶ Roll Call and Announcements
  - ▶ Snack: Your child will be offered a healthy snack
  - ▶ Homework Time/Assistance and Reading Time
  - ▶ Daily Activity (S.T.E.A.M Learning)
  - ▶ Centers and Creativity Opportunities
    - ▶ We try to go outdoors when possible, so please dress for the weather!



# Drop-Off Procedures

- ▶ Please drive your car to the designated car loop drop-off and wait in the car.
- ▶ You will need to call the site phone letting staff know that you are in the drop-off line to drop off your child.
- ▶ Staff will walk to your car to do a wellness check of your child to make sure that they are free of any illness.
- ▶ Staff will also take your child's temperature before they enter the building.
- ▶ If your child is fever free and the wellness check is clear, then the staff will sign them in and take them to the program area.
- ▶ If your child has a fever or doesn't pass the wellness check, then they will not be able to enter the building and will need to follow illness regulations.
- ▶ *Please notify your site director or staff if your child will be absent from their scheduled days*

# COVID-19 Questions @ Drop Off

- ▶ The drop-off process will take longer than normal due to screening. Please plan accordingly and allow for extra time during drop-off
- ▶ Questions that will be asked:
  - ▶ Have you been exposed to someone diagnosed with COVID-19, either in your household or non-household?
  - ▶ Has your child or anyone in the home showing signs of illness or who have the following:
    - ▶ Fever greater than 100.4
    - ▶ Cough
    - ▶ Shortness of breath/difficulty breathing
  - ▶ Have you traveled within the last 14 days in a state or area identified as a hot spot for COVID-19?

# Pick up Procedures

- ▶ Upon arrival, parents will need to call site phone letting staff know that you are at the school to pick up.
- ▶ Staff will walk your child to you at your car and sign your child out at that time.
- ▶ All individuals authorized to pick up children must be listed in advance on the personal data sheet. **Until all authorized parties are known to the staff, photo identification will be required at the time of pick up.**
- ▶ Children attending the program cannot be released to walk home unsupervised.

# Sick and Medication Policies

## ► Communicable Disease

- Children may not attend when suffering from any communicable disease. Guidelines as determined by the [Johnson County Health Department](#) will be observed
- Children must be well enough to participate in activities before returning to the program.
- Parents must report any exposure to communicable diseases or Covid-19 to the site director

## ► Medications

- Please let us know if your child has medication he/she will need to take during OST hours. (EpiPens, Prescription, Non-prescription, etc)
- There is a **form** that will need to be completed. This includes over the counter medicine, as well as cough drops.
- **Allergies:** Listed on your child's enrollment paperwork. We are very cautious with any allergies, so please make sure they are listed.



# COVID-19 Exclusion Policy

- ▶ If a child or staff in care exhibits symptoms that may suggest COVID-19, they will be unable to return for 72 hours from when they no longer present symptoms (that is three full days of no fever **without** the use of medicine that reduces fevers) or 14 days from the onset of symptoms, whichever is longer.
  - ▶ Symptoms which require exclusion include but are not limited to:
    - ▶ Fever over 100.4 degrees
    - ▶ Dry Cough
    - ▶ Shortness of breath
    - ▶ Vomiting
    - ▶ Diarrhea
    - ▶ Persistent runny nose
- ▶ If a child presents any of the exclusion symptoms while in care, they will be immediately separated from the other children with a teacher until a parent can quickly pick them up. Parents will need to call their physician and find out if their child possibly has COVID-19. If physician confirms a presumed or confirmed positive case, the family needs to notify staff immediately.
- ▶ If a child or staff is determined to be in close contact with someone with COVID-19 or traveled to an area that is considered to be a risk area by KDHE or the CDC, they will need to be quarantined and not attend care for 14 days and be symptom free.

## POSSIBLE CLOSURE:

- ▶ If any child or staff is diagnosed with COVID-19, while in care at their assigned site, that site will

likely be closed for period of time. **Closure recommendations could vary depending on recommendations from Johnson County Department of Health and Environment and Kansas Department of Health and Environment.** If one site closes due to a presumed or confirmed COVID-19 case, your child will not be able to attend a different JCPRD site due to the quarantine recommendation.

- ▶ During the closure, JCPRD will use a contracted cleaning company to sanitize the classrooms in use. With recommendations from Johnson County Department of Health and Environment and Kansas Department of Health and Environment, the site may open after sanitizing and disinfecting takes place (2-3 days).
- ▶ Those exposed to a person with COVID-19 will be informed (while maintaining confidentiality) to stay home and self-monitor for symptoms and follow CDC guidance if symptoms develop.

## OTHER ILLNESSES:

- ▶ All other illnesses or reasons for exclusion still apply and are regulated by KDHE guidance.



# Extra Precautions

- ▶ We will have kids split into smaller cohorts, with a staff member for each group. We will have additional staff who will clean, manage check-in/check-out, and assist groups throughout the day.
- ▶ We will maintain distance between each cohort, utilizing the MPR, gym, halls, and outside to keep the children as distanced as possible in their activities.
- ▶ Children and Staff will wear masks whenever social distancing cannot take place.
  - ▶ During snack, children will remove masks, but distance as much as possible.
- ▶ Cleaning/sanitizing schedules have been modified to add additional cleaning times.
- ▶ Frequent handwashing is also included in our daily schedule for staff and children.



# Keep Connected!

## ▶ Alerts

- ▶ Sign up at [www.jcprdkids.com](http://www.jcprdkids.com), find the Sign Up button on the sign of the page, create an account and sign up for what program you want to receive text or email alerts for.

## ▶ Online Newsletters:

- ▶ Your director will send you a link for your camp's newsletter.

## ▶ Facebook

- ▶ [Johnson County Park and Recreation District - JCPRD](#)



# We're looking forward to a great school year!

- ▶ For more information, please visit our website at [www.jcprdkids.com](http://www.jcprdkids.com)
- ▶ Please also review the Parent Handbook for more details.



# Contact Info

*Feel free to reach out with any questions or concerns to one of our Children's Services Specialists*

## Gardner OST

Amber Sherwood- [Amber.Sherwood@jocogov.org](mailto:Amber.Sherwood@jocogov.org) or  
913.826.3028



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