

REC CONNECT PARENT HANDBOOK



CITY OF FALLS CHURCH
**RECREATION
AND PARKS**

**FALLS CHURCH RECREATION & PARKS DEPARTMENT
223 LITTLE FALLS STREET
FALLS CHURCH, VA 22046
(703) 248-5027**

REC CONNECT PROGRAM MISSION

The City of Falls Church Rec Connect Program strives to provide families with a safe and clean small group child care environment during FCCPS virtual learning. Staff will assist with virtual learning and provide opportunities to engage in fun recreational activities. We encourage children to participate in experiences that aim to benefit them emotionally, physically and socially while developing relationships with staff and peers.

GENERAL INFORMATION

We hope that you understand and appreciate our policies, as they directly relate to the safety and well-being of your child. If you need any clarification on our policies, please do not hesitate to ask. We look forward to your cooperation in helping us provide a pleasant and safe experience for your child(ren).

This program is exempt from VA State Childcare Licensing by Code § 63.2-1715

Program Dates and Times: Monday-Friday • 9am–4pm (Children should be dropped off no later than 8:45am so they are prepared to start their day at 9am.)

Begins September 8, 2020 AND will continue through the school year for as long as distance learning continues at FCCPS

Location: Falls Church Community Center, 223 Little Falls St., Falls Church, VA 22046

Ages: Kindergarten - 5th Grade

MAIN OFFICE PHONE: 703-248-5027

EMAIL: recreation@fallschurchva.gov

REFUNDS

Children in the program will be required to come to the program every day, except in the case of illness. No refunds will be given for absences.

TAX ID NUMBER:

For tax purposes and child care subsidies please use the following Tax ID number and address:

TAX ID: 54-6001271

Address: City of Falls Church, 300 Park Ave., Falls Church, VA 22046

INFORMATION SESSION

Please join us! A virtual information session will be held on Thursday, Sept. 3 from 6:30-7:30pm. Families will have the opportunity to meet their child's staff and ask questions. This is not mandatory, but highly recommended!

The City of Falls Church Recreation and Parks Department takes tremendous pride in our well trained and experienced staff, as we feel this is the most important aspect to making our program the best. Your child's safety is our number one goal and we hire the most qualified staff who are interviewed, reference and background checked and thoroughly trained. Each classroom will have two recreation workers. The program has certified personnel in Standard First Aid, CPR, and AED. They are also trained on proper cleaning procedures, COVID prevention, and health and wellness checks.

MEET OUR LEADERSHIP TEAM

We are excited to introduce you to the members of our Leadership Team. Our mission is to partner with you and make certain that your children have the best possible child care experience!

Ryan Amato ramato@fallschurchva.gov Program Supervisor

Scarlett Williams sawilliams@fallschurchva.gov Program Supervisor

Amy Youngs ayoungs@fallschurchva.gov Deputy Director

VIRTUAL LEARNING ASSISTANCE and LAPTOPS

Staff will assist children with their virtual learning during the FCCPS scheduled times. At the elementary level, students will receive real-time, interactive instruction Monday and Friday from 9am-1pm and Tuesday-Thursday 9am-4pm. All children are required to bring their own laptop, charger and headphones.

Laptops will only be used for virtual learning. Staff will monitor children's activities on laptops to ensure attention is focused on schoolwork. When the children are not doing their virtual learning, they will not be permitted to use their laptops and will be given other recreational activities to do individually or in their small classroom groups. Staff reserve the right to have access to the information on the child's laptop and confiscate and report anything that is deemed inappropriate. Parents will be responsible for any damage incurred by their child to City or FCCPS property.

Staff will monitor virtual learning but parents continue to play a role in ensuring their children are engaged in the learning process. Parents will be encouraged to contact the child's teachers with any questions or concerns about classroom lessons. Staff will assist and support students but students needing more focused support will be directed to the school for assistance beyond our center's ability.

PROGRAM CHANGES AND MODIFICATIONS

Please note this program will be continuously monitored, modified and changed in accordance with:

- FCCPS status: Rec Connect will operate during the duration of FCCPS virtual learning option. Program will no longer operate once 100% in person learning through FCCPS takes place.
- Changes to health and wellness policies and procedures will be modified in accordance with up to date information from the CDC, VA Governor's Office, Fairfax County Health Department and Fairfax City officials.

All changes to the program will be communicated to participants in a timely manner.

COVID-19 SAFETY PROTOCOLS

We are committed to maintaining the safest environment possible while providing virtual learning assistance and recreational activities. Our program environment, policies and procedures are set to ensure the safety and well-being of our staff, community, your family and, most importantly, the children we share. The following details those changes and is based upon guidance from:

-The Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

-Commonwealth of Virginia Department of Social Services: <https://www.dss.virginia.gov/cc/covid-19.html>

Fairfax County Department of Health: <https://www.fairfaxcounty.gov/health/fairfax-county-health-department>

-City of Falls Church Officials and Staff

We will review their recommendations as they are updated and communicate any changes.

DROP OFF AND PICK UP PROCEDURES

Drop-off Procedures (8:30-8:45am)

To limit the number of people entering the building, drop off will be handled outside.

- Please park in the Falls Church Community Center Parking Lot.
- Bring your child to the designated age group check in table in front of the Community Center.
- Sanitizer will be provided for your child to sanitize their hands.
- Staff will administer the daily temperature check.
- Parent will sign off on wellness check.
- Your child will be escorted to their class by staff.

Pick-Up Procedures (4:00-4:15pm)

- Child will wash hands before leaving the classroom.
- Park in the Falls Church Community Center parking lot.
- Approach your child's designated age group table in front of the Community Center. A staff member will request identification outside the building and call for your child to be dismissed. A staff member will escort your child outside.
 - NOTE: The staff will request identification for everyone who picks up a child, INCLUDING PARENTS/GUARDIANS. Your child will not be allowed to leave the program with anyone other than a parent or guardian, unless they are on the pick-up authorization list. REMEMBER, this is for your child's safety and your peace of mind.
- For your child's protection, we ask that you provide us with advance written notice for the following reasons:
 - If you are planning to pick up your child early, or
 - Authorizing someone to pick-up or drop off your child, other than yourself, and anyone listed on the pick-up authorization form, or
 - Notice of your child being absent
- If you arrive early to pick your child up to the program, please call the main office at 703-248-5027 and a staff member will meet you at the front door with your child.

The City of Falls Church Public Schools has graciously offered to provide bus transportation to and from the Community Center for Rec Connect. There will be no more than 12 students on a bus at a time. There will be a bus driver and bus aide. The aide will be trained to complete the health check that the Recreation and Parks Department staff will be completing for all other students who do not take the bus.

The route and pick up/drop off times will be determined once they have an idea of where students need to be picked up. They will ensure that students are at the Community Center by 8:50am every morning and will leave the Community Center at 4pm every afternoon. If you're interested in this service, be sure to complete the bus transportation form and return it by Monday, August 31 to recreation@fallschurchva.gov.

Kindergarten, 1st grade and 2nd grade students are required to have someone at the bus stop with them at pick up and drop off. All other grades are required to have a guardian or parent at the bus stop in the morning to complete the wellness check.

WELLNESS CHECKS

Children and staff will complete a wellness check upon arrival at Rec Connect, to include a temperature reading and a health questionnaire. Any individual who does not pass this wellness check (temperature at or above 100.4 degrees Fahrenheit or showing any symptoms of COVID-19) will be sent home and asked to stay home until symptoms have cleared. Please keep your child home if they are sick.

CLASS GROUPS, CLASSROOM SETUP

Children will be placed in a class of similar age/grade. Children will remain exclusively with their group throughout the day and will be separated from other classroom groups, even when outdoors. The only shared space will include restrooms, gym and outside space/playground which each group will use at separate times. Lunch will take place outside whenever weather permits.

Within each classroom, each child will have their own desk space with their own supplies provided by parents, which will stay at the program. Two children will be assigned to a 6-foot table, one sitting at each

end. All areas in the classroom will be cleaned on a regular basis and children will be asked to regularly clean their own desk.

We recognize that social distancing is not an easy or natural thing for children. While staff will do their best to keep children distant, there will be times this is not realistic. Masks, handwashing, cleaning procedures and small group settings will all be enforced to help with these safety measures (please see other sections).

EQUIPMENT & SUPPLIES

Parents are required to provide supplies for their children. These items will be kept at the child's desk, labeled, and not shared. Other supplies will be provided by staff as needed for specific crafts, games and activities during scheduled breaks and early release afternoons. Staff will discourage sharing of any equipment and supplies. If any items are shared staff will do their best to clean and sanitize all items before and after each use.

MASKS

All staff and student are required to wear masks while inside the building. The only time they will not be required is when eating or when outdoors.

HANDWASHING

Children and staff will be frequently required to wash their hands with soap and water for at least 20 seconds, including: upon arrival at the program, when entering the classroom, before meals or snacks, after sharing items, if they come in contact with another child or adult, after outside time, after going to the bathroom, and prior to leaving for home. There is a sink in each classroom.

If soap and water are not readily available, an alcohol-based hand sanitizer with at least 60% alcohol will be used. Parents are asked to help reinforce this practice with children at home.

CLEANING AND SANITIZING THE CENTER

Staff will ensure regular cleaning protocols following current CDC and State regulation requirements.

IF ILLNESS OR INJURY OCCUR

If a child becomes ill or injured while at the child care, we will separate the child and an attempt will be made to contact the Parent/Guardian(s). If we cannot reach the Parent/Guardian, Emergency Contact #1 will be called immediately. If we are unable to reach Contact #1, then Contact #2 will be notified and so on until we are able to reach someone. Once a contact has been reached, the child must be picked up ASAP.

If a staff or child is sick, they are required to stay home. Children or staff may not be allowed to attend child care if the following symptoms or illness occur:

- Fevers of 100.4 degrees Fahrenheit or higher
- Reoccurring vomiting or diarrhea
- Lice
- Contagious rashes
- Other illness on the Virginia Health and Department List of Current Communicable Diseases.

Please report exposure to COVID-19 or any communicable diseases promptly, i.e. Chicken Pox, Head Lice, Pink Eye, etc., to a Program Supervisor. Refunds or credits are not given for missed days.

IN THE EVENT OF A POTENTIAL EXPOSURE TO COVID-19

Parents will be notified on the same day about any potential contact their children may have had with suspected or confirmed cases. Program Supervisors and will work closely with the Department of Health

and Human Services to respond to the event in a timely and appropriate manner. Please inform the center immediately if you or anyone you are in contact with is exposed or tested positive for COVID-19. Falls Church Rec Connect will immediately contact Fairfax County Health Department and follow their guidance.

GENERAL POLICIES and PROCEDURES

CANCELLATION, DELAY, OR EARLY DISMISSAL

If the program, is delayed or cancelled due to severe weather, power supply damage, or other unforeseen circumstances, you will be notified by telephone and email. It will also be posted on City of Falls Church social media (Twitter, Facebook, Instagram). If Rec Connect must dismiss early for any reason, all parents will be notified by phone and email immediately.

ELECTRONICS & VALUABLE ITEMS

With the exception of a laptop for virtual learning, child(ren) are not allowed to bring electronics (i.e. phones, iPads, etc.) or other expensive items to Rec Connect. If you need to reach your child, please call the Community Center front desk at 703-248-5027. We are not responsible for lost, stolen or damaged items. Any item brought to Rec Connect that is deemed inappropriate, or is used in an inappropriate manner, will be held by the staff and returned to the parent/guardian at the close of the day.

FCCPS CALENDAR

Please note that during FCCPS holidays/days off and teacher work days, the program will not operate.

[FCCPS Calendar](#)

HEAD LICE

Children who are suspected of head lice are required to stay home and can only return with the approval of a doctor. Please check your child's heads for this condition and if you do find any indication of head lice, it is mandatory that your child stay home from the program and see a doctor immediately. Staff may require a doctor's note for a child to return to the program. For more information on how to detect head lice and what to do if you find anything please go to: www.cdc.gov/lice/head/parents

LATE PICK-UP

Parents must pick up their child at the designated location between 4:00pm and no later than 4:15pm. The Recreation and Parks Department incurs additional expenses for all children that are picked up late.

- If for whatever reason, a parent/guardian is unable to pick up the child at the established end of the day on time, the parent should call the designated emergency contact to arrange pick up. If the person picking up your child is not on the authorized list, please call the program to add this person.

The staff will attempt to contact the Parent/Guardian and in cases where parents or alternates cannot be reached, the police will be contacted for assistance and advice in locating parents. We will not leave any children unattended at the site. By state law, we are required to contact the police department if a child has not been picked up and the parents cannot be reached after one hour.

LOST AND FOUND

A lost and found area will be designated at program. Falls Church Recreation and Parks Department will keep all lost and found items for one month. At this time, all lost and found items will be donated to a charitable organization. To help your child's items return home, don't forget to label everything clearly with your child's name!

LUNCH/SNACK

Students are required to bring a peanut free snack and lunch every day. Please label all lunch bags, boxes and juice containers. It is recommended that all children bring lunches that have adequate nutritional value. Please do not send food that will spoil or food in glass containers.

Water bottle: Please also send your child with a reusable water bottle every day. Water fountains will be available to refill water bottles.

**Please Note: Please list your child's allergies on the emergency form.*

MANDATED REPORTING

As required by Virginia state law, all child care staff are considered Mandated Reporters. Mandated Reporting laws require that professionals who deal with children report suspicious circumstances suggestive of child maltreatment to child protective services.

MEDICATION

We request that parents administer necessary medications to their children before or after program hours. However, we understand that some medications must occasionally be given while children are with us. If your child needs to take medication during child care hours, please follow these guidelines:

- Medication must be in the original, labeled container supplied by pharmacist.
- Include written instructions concerning the administration times and dosages.
- A Virginia Department of Social Services Medication Authorization form must be signed by a parent and physician.

Leftover medication must be picked up by the end of the program.

Parents must fill out the MEDICATION ADMINISTRATION FORM.

NON-DISCRIMINATION

Falls Church City Recreation and Parks Department accepts child registrations on a first come, first served basis and does not discriminate on the basis of race, gender, national origin, religious preference, age or disability.

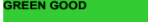



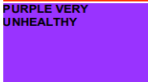
SECURITY AND BUILDING ACCESS

The safety and security of your child(ren) is our highest priority. The Community Center is closed to the public. Only staff and those enrolled in Rec Connect will have access to the building. Security cameras are installed in entry, hallway and egress locations.

We communicate and coordinate continuously with Falls Church City Officials, including the Police Department, Fire Marshall and Office of Emergency Management to ensure that the building is as secure and safe as possible for all.

SUNSCREEN/INSECT REPELLENT

We strongly suggest that a parent or guardian apply sunscreen (minimum SPF15) prior to the program each day as the children will go outdoors weather permitting. We follow Virginia Department of Social Services' outdoor policy. Please make sure your child is dressed appropriately.

Color code	AQI	Caution statement
 GREEN GOOD	0 to 50	Good air quality - ozone in the healthy range.
 YELLOW MODERATE	51 to 100	Moderate air quality - ozone at moderate levels. Unusually sensitive people should consider limiting prolonged outdoor exertion.
 ORANGE UNHEALTHY FOR SENSITIVE GROUPS	101 to 150	Air quality unhealthy for sensitive groups - active children and adults, and people with respiratory disease such as asthma, should limit prolonged outdoor exertion.
 RED UNHEALTHY	151 to 200	Unhealthy air quality - active children and adults, and people with respiratory disease such as asthma, should avoid prolonged outdoor exertion; everyone else, especially children, should limit prolonged outdoor exertion.
 PURPLE VERY UNHEALTHY	201 to 300	Very unhealthy air quality - active children and adults, and people with respiratory disease such as asthma, should avoid all outdoor exertion; everyone else, especially children, should limit outdoor exertion.

BEHAVIOR

All children are expected to behave in a proper and respectful manner. We will not tolerate any hitting, name calling, foul language, destruction of property or any other behavior deemed inappropriate by the staff. In accordance with the severity and frequency of the behavior, the Recreation and Parks Department reserves the right to dismiss any child from the program.

PROGRAM RULES

Children will be responsible to abide by ALL rules.

Children must:

- ◆ Remain in designated areas at all times
- ◆ Stay with their specified leaders at all times
- ◆ Not run in Community Center halls, rooms, or building
- ◆ Use appropriate language at all times
- ◆ Be respectful to other children, staff, and facilities at all times
- ◆ Refrain from any horseplay and/or engaging in any dangerous activities
- ◆ Use laptop appropriately, focusing on schoolwork
- ◆ Only leave the program when they are signed out by a parent/guardian
- ◆ Not bring any weapons, projectiles, alcohol, drugs or illegal substances. Possession will result in immediate expulsion from all programs
- ◆ Abide by all rules and procedures added to the program

DISCIPLINE POLICY

Any discipline shall be constructive in nature. The children will be helped to express their feelings and frustrations to resolve the conflict. Limits that are fair, consistently applied and appropriate for the child's age will be used and the child will be provided with reasons for the limits. The staff will redirect and use positive reinforcement. If disciplinary action was required at any time staff will inform the parent at pick up.

REASONS AND PROCEDURES FOR REMOVAL FROM THE PROGRAM

In accordance with the discipline philosophy and procedures described above, the following are guidelines for a child's removal from the program. A child may be removed for causing danger to himself/herself and/or to other children and/or consistently failing to follow directions or respect authority. Disciplinary actions will vary based on the seriousness of the behavior/incident and the danger posed to others.

- 1) The child will be told verbally (firmly but calmly) to stop the inappropriate behavior and he/she will be explained the rules and limits.
- 2) At the second occurrence, the child will be given a brief time out at the time of the incident.
- 3) At the third occurrence, staff will schedule a conference with a parent to discuss the problem and suggest corrective actions. This step may include a warning of the child's removal from the program depending on the seriousness of the child's behavior.
- 4) At the fourth occurrence, the child will be removed from the program.