

## Social Distancing Program Plan 2020

### **Kids Club Space:**

- New Entrance/Exit → Playground Gate
- Kids Club Main Room
- Both restrooms in the Kids Club Main Room
- Mary Ellen Kitchen
- Kids Club Office
- Outdoor patio/ courtyard/ playground
- Basketball Court
- The small gate in the lobby leading to the Kids Club Main Room will remain closed during program hours.

**Nobody outside of Kids Club will be allowed to pass through to the Kids Club Space during program hours.**

Yes, I have read and understand the NEW Kids Club Space.

Parent Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Program Information:**

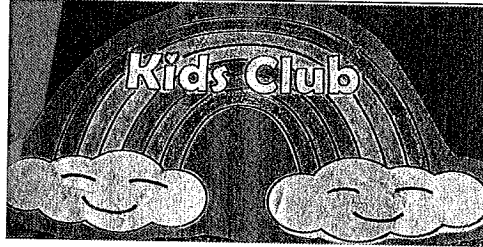
(310) 970-1921 ext. 138

**Program Coordinator / Coordinadora de Programa:**

Ariana Nuñez

**Informacion del Programa:**

[anunez@richstonefamily.org](mailto:anunez@richstonefamily.org)



## Social Distancing Program Plan 2020

### Student Sign In/Out Procedures

- PLs will sign in students as they arrive during the Sign In Window. Students sanitize/wash hands and wipe any lunch bags/water bottles before entering Kids Club Space.
- PL1 will wait for students at the ENTRANCE with roster, hand sanitizer, disinfectant wipes and a trash can.
- PL2 will send students to their designated areas after sign in.
- PC will follow same procedures for any late student.
- PL1 will sign out student during Sign Out Window after student has sanitized.
- Student will walk to parent waiting outside in the parking lot after PL1 signs them out.

Yes, I have read and understand the NEW student sign in/out procedures.

Parent Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_ Date: \_\_\_\_\_

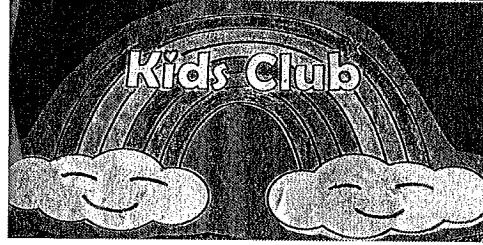
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## Social Distancing Program Plan 2020

### **Student Requirements**

- All students **MUST** wear face mask-covering nose and mouth at all times **AND** have to wash/sanitize their hands when they arrive and as needed.

-Students may **ONLY** enter/exit through Kids Club **ENTRANCE** (Playground Gate) during the Sign In and Sign Out Windows.

-Students cannot bring any personal belongings from home (toys, blankets, electronic\*).

**\* Students must bring their schoolwork and/or their school tablet/chromebook in order to do their homework.**

-Students must remain in designated areas while maintaining distance from others.

-Students cannot share food/drinks/snacks with other students.

-Students must follow Social Distance Program Plan.

### **Student Restroom Use:**

-Kids Club may only use the two restrooms in the Main Room with Staff supervision.

-PL or Program Coordinator will sanitize the restroom after student use. Spray toilet seat, handle, light switch, sink, door knobs and keys.

-PL or PC will lock the door behind them.

-Emergencies.

### **Water Cooler Procedures:**

-Students may only use the water cooler in the Mary Ellen Kitchen with Staff supervision.

-Staff will make sure to handle pressing the water button with sanitary precautions for the students.

-Disposable cups will be used.

**\*Student Requirements continue on next page.**

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## Social Distancing Program Plan 2020

### Student Requirements Continued

#### Mary Ellen Kitchen Use:

- Students may not open drawers, cabinets, the refrigerator, the oven, or the microwave.
- Students may not be in the kitchen without Staff supervision.
- If any dishes are used, they must be washed and put away before the end of program day.

#### Snack Time Procedures:

- Program Coordinator will prepare snacks for students before program starts.
- Students will take turns washing their hands. PL1 will send students to restroom in groups of 5-6. PC will monitor hand washing/drying in restroom.
- PL2 will hand out snacks to the students and PL1 will make sure students are sitting/eating 6ft apart outside.
- Students will sanitize their hands once they throw their trash away.
- PLs/PC will spray down any tables used.

Yes, I have read both pages and understand the NEW student requirements.

Parent Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_ Date: \_\_\_\_\_

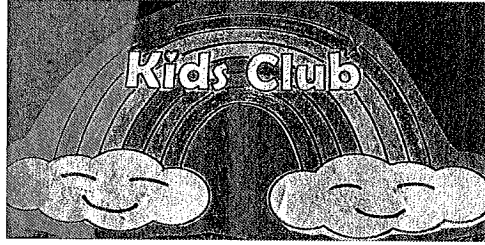
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**Social Distancing Program Plan 2020**

**Parent Requirements**

- Parents may only enter Kids Club Space in the case of an emergency.
- All parents **MUST** wear face mask-covering nose and mouth at all times **AND** have to wash/sanitize their hands when they arrive and as needed if entering Kids Club Space.
- Parents must only drop off and pick up during the Sign In and Sign Out Windows.
- Parents need to communicate with if running late or will receive a Program Strike.
- Parents may only drop off and pick up students at the Kids Club **ENTRANCE** (Playground Gate)
- Parents have to wait for students in the parking lot outside.
- Parents must pay their child’s monthly tuition fee of \$10 at the beginning of every month in a sealed envelope addressed to **Kids Club** with the **students name and month on the front.**

Yes, I have read and understand the NEW Parent requirements.

Parent Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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Kids Club After-School Program

GENERAL INFORMATION AND HEALTH REGISTRATION FORM

Student Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Phone Number

Birth Date \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_ Teacher \_\_\_\_\_ M\_ F\_  
Gender (please circle)

Name of Parent/Guardian: \_\_\_\_\_ Telephone Number (Home): \_\_\_\_\_

Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ Telephone Number (Home): \_\_\_\_\_

Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Name of two alternatives (relatives or friends) who may be contacted in case parent or guardian cannot be reached in an emergency:

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone# \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone# \_\_\_\_\_

Name of Family Doctor Clinic: \_\_\_\_\_

Do you have medical insurance: Yes \_\_\_\_\_ No \_\_\_\_\_

Insured with: \_\_\_\_\_ ID # \_\_\_\_\_ Name of Policy Holder: \_\_\_\_\_

General Health and Medical History

1. Any operations, serious injuries or chronic illness: No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please specify \_\_\_\_\_

2. Any known allergies: \_\_\_\_\_

Medications used: \_\_\_\_\_

3. Any known physical, mental, social difficulties or other information which may affect participation and/or for which special accommodations are needed?

4. List medication(s) taken: \_\_\_\_\_

Any activity restrictions desired by participants, parent/guardian, physicians? No \_\_\_\_\_ Yes \_\_\_\_\_

IF yes, please specify \_\_\_\_\_

## GRIEVANCE/COMPLAINT PROCEDURE

The procedure is intended to prompt immediate reports of grievances or complaints regarding services of the Richstone Kids Club.

A participant of the Richstone Family Center Kids Club may disclose their complaint or grievance with the Kids Club Program Coordinator. However, if the matter requires further discussion, the participant should report the facts of the grievance to the Kids Club Program Coordinator's immediate supervisor.

A grievance or complaint will be promptly investigated. The investigation will be conducted with sensitivity to the privacy and confidentiality interest of the involved persons. Information will be kept confidential—consistent with Richstone's need to investigate and arrive at decisions. The parties to the grievance will be apprised of the outcome of the investigation as is appropriate under the circumstances.

\_\_\_\_\_  
Parent(s)/Legal Guardian Signature

\_\_\_\_\_  
Date

## STATEMENT OF WAIVER AND RELEASE OF LIABILITY

I GIVE PERMISSION for my child \_\_\_\_\_ to participate in the Richstone Family Center Kids Club After-School Program. In doing so, I HEREBY ABSOLVE the Richstone Family Center Kids Club After-School Program, its officers, staff, teaching artists, community groups and volunteers from all liability that may arise as the result from my child's participation in the after-school program.

1. I recognize and acknowledge that there are certain risks inherent in my child's participation in this program.
2. I further release the Richstone Family Center, its officers, employees, agents and volunteers from all liability that may arise as a result from my child's participation in the program.
3. In the event of illness or accident, parent/guardian will be notified and permission is granted for emergency treatment to be administered.
4. It is further understood and agreed that the undersigned will assume full responsibility for such action, including all costs associated with such emergency treatment.

I HAVE READ AND FULLY UNDERSTAND THE TERMS OF THIS POLICY STATEMENT, INCLUDING THE WAIVER AND RELEASE OF LIABILITY PROVISION.

\_\_\_\_\_  
Parent(s)/Legal Guardian Signature

\_\_\_\_\_  
Date

## SIGN-IN/ SIGN-OUT REGISTRATION INFORMATION

All Kids Club parents are committed to transporting their child to the Richstone Family Center. Parents may have two additional authorized signers, who are approved to pick up your child.

### SIGN-IN/ SIGN-OUT PROCEDURES

- Parents, guardians, or approved individuals over the age of 18 must accompany children grades 1-5 inside Kids Club and sign them in on a daily basis. Children grades 6-8 may arrive without a parent, guardian, or approved individual, and sign themselves in.
- With parent approval, a child in grade 7 or above may accompany a younger child to Kids Club and sign them in (see next page).
- All children must be picked up and signed out by a parent, guardian or approved individual.
- Please notify staff regularly if any contact information needs to be updated in your file.

Safety is of the utmost importance in the Kids Club Program, therefore no child will be released from the program to any person not listed below:

(Please Note: The names that appear below must be of someone 18 years or older)

#### Contact Person #1

Name	Cell Phone Number
Relationship	Home Phone Number

#### Contact Person #2

Name	Cell Phone Number
Relationship	Home Phone Number

#### Contact Person #3

Name	Cell Phone Number
Relationship	Home Phone Number

Continuous violation of policies will lead to suspension and possible termination of your child's membership.

- I have read and agree to comply with all the rules stated above.
- My child understands what is expected of him/her.

Child's Initials \_\_\_\_\_

\_\_\_\_\_  
Parent(s)/Legal Guardian Signature

\_\_\_\_\_  
Date



## PARENT PARTICIPATION REQUIREMENT

Parent participation is essential to the success of the program and its participants. Kids Club staff view parents as allies. If any issues arise, staff will rely on the parents to work collaboratively with them to help the child create and work towards goals for success.

- Monthly parent meetings
  - Parent meetings will be held the second Saturday of every month.
  - Parent meetings are an opportunity for parents to voice their suggestions and concerns, for staff to share information with parents, and for community building.
  - Parents must attend at least 5 parent meetings per calendar year. Supervision for children will be provided.
- Every child will have a Kids Club Communication Folder to assist with staff-parent communication. Please check this folder daily to receive flyers and notes home. Parents can either return communication notes in person or via the folder. Staff will check Communication Folders daily.
- As part of the application process, **parents and children** are required to write letters explaining why they would like to participate in Kids Club. These letters are due with this application or at the interview.

## PAYMENT GUIDELINES

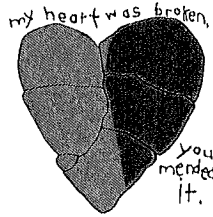
The Richstone Kids Club After-School program fee is \$10 per month, per child. Payments are due at the front desk only on the 1<sup>st</sup> of every month. Payments will not be accepted by Kids Club staff. Payments will be considered late if they are not paid in full by the 10<sup>th</sup> of every month. If fees are not paid by the 10<sup>th</sup> of the month, the child will be sent home and will not be allowed to return to program until the fee is paid in full. Payments are non-refundable.

I have read the above information and will comply with the Parent Requirements and Payment Guidelines.

\_\_\_\_\_  
Parent(s)/Legal Guardian Signature

\_\_\_\_\_  
Date

# T H E R I C H S T O N E F A M I L Y C E N T E R



## **Assumption of Risk and Waiver**

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the CDC and many other public health authorities still recommend practicing social distancing. I further acknowledge that Richstone Family Center has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19. I further acknowledge that Richstone Family Center can not guarantee that I or my child, participating in Kids Club, will not become infected with the Coronavirus/Covid-19.

I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, staff, volunteers and other children and their families. I voluntarily agree to have my child participate in Kids Club and acknowledge that I am increasing my risk and my child's exposure to the Coronavirus/COVID-19. I acknowledge that I and my child must comply with all set procedures to reduce the spread while attending Kids Club.

I, on behalf of myself, my heirs, and any personal representatives, hereby release and agree to release and hold harmless Richstone Family Center, its board of directors and each of its board members, employees, contractors and volunteers (collectively "Richstone") against any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of Richstone, or that may otherwise arise in any way in connection with any services received from Richstone or my or my child's participation in any activity hosted by Richstone. I understand that this release means that I have assumed the risks associated my child's participation in Kids Club and that I discharge Richstone from any liability or claim that I, my heirs, or any personal representatives may have against Richstone with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any services received from or activities sponsored by Richstone including any COVID-19 related exposure, infection or spread and further give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen. I understand that I am voluntarily giving up a right to bring any claims against Richstone to the extent permitted under California law.

**I acknowledge that I have read, understand, and accept the terms of this waiver.**

Child's Name (Print): \_\_\_\_\_

Caregiver or Guardian's Name (Print): \_\_\_\_\_

Caregiver or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_