

JONES COMMUNITY CENTER ENHANCED REMOTE LEARNING PROGRAM POLICIES AND PROCEDURES

08/31/2020

Jones Community Center will provide a safe, supportive, and supervised environment to assist in Chicago Heights School District 170's Enhanced Remote Learning Instruction.

DATES: September 8 – November 2

HOURS: 7:40 a.m. – 2:40 p.m.

LOCATION: 220 E. 15th Street, Chicago Heights, IL

DESCRIPTION: Jones Community Center is a "closed," facilitated, learning center, operating 7:40 a.m.–2:40 p.m., Monday – Friday, beginning September 8 – October 30. **The families that commit to this shared learning experience agree to keep limited exposure to and transmission of Covid-19.** This multi-age group is limited to the number of children that can safely socially distance in the program facility. Therefore, the program is limited to 30 children enrolled in grades 1-8 in CHSD 170. Two adult facilitators will supervise and support children in their Enhanced Remote Learning Plan. CHSD 170 will provide on-line curriculum and instruction. **Jones Center facilitators are not responsible for incomplete or incorrect school work.**

DROP-OFF AND PICK-UP: 7:40-8:00 a.m. on 15th Street; pick-up between 2:40–2:50 p.m. also on 15th Street by Center's front door.

- Children will be assigned a specific door of entry prior to start of the program.
- Parents/caregivers are asked indicate how they will leave the program as found under **Transportation** section on the application form. Parents/caregivers who are picking-up inside the building are reminded they must wear a mask during this time.
- Program staff may not recognize everyone authorized to pick-up your child(ren). Please inform them that they may be asked for **photo identification** before releasing the child(ren).
- Children must be picked up promptly. We realize there may be occasional circumstances in which parents may be late. In this case, please use the following procedures:
 - Parents must call the Jones Center at (708) 757-5395 to notify them if they will be late and approximate time of arrival.
 - Your cooperation and courtesy of promptness is appreciated. If parents are more than 30 minutes late and have not contacted Jones Center, the police will be notified. Repeated (over 5) late pick-ups may jeopardize your child's eligibility for the Remote Learning Program.

ATTENDANCE: Students with two (2) unexcused absences in one (1) week will be dropped from Jones Center's Remote Learning Program. Students are responsible to sign-in daily to school website to ensure attendance is recorded.

REQUIREMENTS FOR ENTRY: All students have to wear a mask at all times. Temperatures will be taken and recorded prior to entrance into the building. Persons will not be admitted with a temperature of **100.4° (F) or higher, OR lower than 100.4° (F) AND presenting symptoms.** Symptoms that restrict admission are:

- ✓ Fever of 100.4° (F) or higher; children must be fever free without medication for at least 24 hours before returning
- ✓ Severe or persistent cough and/or sore throat not attributed to allergies or asthma
- ✓ Runny nose with green or yellow discharge
- ✓ A rash or hives (unless cleared by a doctor's note)
- ✓ Vomiting or diarrhea within 24 hours
- ✓ New onset of headache
- ✓ New loss of taste or smell

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UPON ARRIVAL: Students will sanitize their hands then proceed to their designated room to begin the day, keeping their belongings with them. Students will have their own designated socially distanced and assigned area for meals and learning.

SUPPLIES REQUIRED: We suggest a backpack for student's daily equipment. Please make sure everything your child brings is clearly marked with their name and phone number.

1. All equipment needed for e-learning (Chromebook/laptop, ***headphones (MANDATORY)**, charger, books, etc.
2. Two (2) masks
3. Gym shoes
4. Refillable water bottle

***Headphones may be purchased at Jones Center for \$5**

ELECTRONIC ITEMS/VALUABLES: When Chromebooks/laptops are not in use, they will be placed in a crate in the child's designated room. Other electronic items and valuables such as *video games and music players are not allowed*. **Cell phones must remain out of sight (book bag/pocket) and are to be used for emergencies only.** Personal toys should be left at home as they often cause conflict with other children and often get misplaced. Staff is not responsible for loss or theft of personal items.

FOOD HANDLING: CHSD 170 will provide daily breakfast and lunches which will be delivered to Jones Center. Students are NOT to bring food from home unless it's an allergy issue and approved with program staff. Students may bring a refillable water bottle. No snacks, pop, or gum will be allowed.

BREAK TIMES: Outside/indoor break times will be taken with short, organized, socially distanced activities.

STUDENT SCHEDULES (see Appendix A)

HEALTH AND SAFETY: Students, facilitators, and food service personnel will wear masks at all times or when 6 ft. physical distance cannot be maintained. Hand sanitizer will be available throughout the building. Bathrooms will be cleaned at a minimum of every 2 hours. All surfaces and floors will be sanitized at the end of each day.

HEALTH POLICIES:

- The communication of any illness will be necessary for the program to continue. We all must work together to keep our students and staff members healthy and well. It is important that parents immediately report any communicable/contagious illnesses/diseases to Jones Center staff so that other parents may be notified of possible exposure. Examples include but are not limited to: chicken pox, whooping cough, pink eye, lice infestation, along with COVID-19 and its symptoms. In certain cases of communicable disease, children must present a doctor's note before returning to the program. Please inform Belinda Lowry regarding an illness by email (blowry@jonescenter.org) and/or voicemail (708.757.5395, ext. 3029).
- For the protection of all of the students and staff, ill children must remain home. Children must stay home until they are symptom free for at least 24 hours. Symptoms that restrict admission are:
 - ✓ Fever of 100.4° (F) or higher; children must be fever free without medication for at least 24 hours before returning
 - ✓ Severe or persistent cough and/or sore throat not attributed to allergies or asthma
 - ✓ Runny nose with green or yellow discharge
 - ✓ A rash or hives (unless cleared by a doctor's note)
 - ✓ Vomiting or diarrhea within 24 hours

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- First aid supplies are available at the program site.
- If your child becomes ill or hurt while in the program, parents will be called and child will need to be picked up immediately. If the parent cannot be reached immediately, the emergency contact will be called. If the emergency warrants, 911 will be called immediately prior to the parents being contacted to ensure the health and safety of your child.

In the event of a positive COVID 19 case, Jones Community Center will follow the guidelines of the Cook County Health Department and the CDC.

MEDICATION POLICY: If your child should require a prescription or non-prescription medication, a medication form must be completed and on file at the Center. However, if at all possible, it is preferred that all medications be administered before or after the program.

- Prescriptions must be in a bottle marked with the child's name, doctor's name, date, and directions for administering the medication, the prescription number, drug store or pharmacy.
- Non-prescription medications must be in original container, labeled with the child's name and directions for administering.

CLEANING PROTOCOL:

- Staff will give extra attention to cleaning areas of high use by spraying, wiping, and disinfecting several times throughout the day as time permits.
- Kids and staff will be asked to wash hands or hand sanitize before and after activities and eating.

All items and equipment used by each group will be sanitized daily. Equipment, games and items that cannot be sanitized will not be used.

CODE OF BEHAVIOR:

1. Oral Reprimand: The student is spoken to by Jones Center staff and verbally warned.
2. Written Letter of Warning: If the student's action or behavior continues, this is noted in writing and a behavior letter will be sent home to the parents.
3. Dismissal from Program: After previous warning, Program supervisor will talk with the parents about dismissal/suspension. The final step is only necessary to ensure the well-being and learning opportunity of other students. Depending on the severity of the behavior, the student may be dismissed from the Program without any previous oral or written warnings.

SUSPENSIONS:

- Suspensions are rare; however, they will begin immediately. This implies that a child may be suspended one day and not admitted the next day. We believe that consequences for inappropriate actions need to be as near to the action as possible.
- Suspensions can range from 1 to 10 school days.
- A plan of action will be made upon the child's return from suspension to handle any future behavioral problems.
- If a child continually exhibits inappropriate behavior that results in multiple suspensions, Jones Center reserves the right to expel the child from the program.

BEHAVIOR EXPECTATIONS: Every effort will be made to make the Enhanced Remote Learning (e-learning) an enjoyable experience. Breaks will be coordinated with the District's schedule and designed to minimize the possibility of "burn-out" or "shut down". The students will need to commit to doing their part to participate in the remote learning process and not cause distraction. Failure to do so will necessitate a call home and possible removal from the Enhanced Remote Learning Program.

JONES COMMUNITY CENTER MISSION STATEMENT: "To strength family ties, emphasize the worth of God's children (all persons) and answer a community need."