



*"Small Town Atmosphere  
Outstanding Quality of Life"*

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# "MOVING AFTER ZOOMING" PARTICIPANT HANDBOOK & REGISTRATION PACKET

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510 LA GONDA WAY, DANVILLE, CALIFORNIA 94526

Administration  
(925) 314-3388

Building  
(925) 314-3330

Engineering & Planning  
(925) 314-3310

Transportation  
(925) 314-3320

Maintenance  
(925) 314-3450

Police  
(925) 314-3700

Parks and Recreation  
(925) 314-3400



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## Welcome!

We are excited to have your child(ren) in the “Moving After Zooming” & Rec Program. Thank you for trusting us to provide your child(ren) with a safe, organized, and enjoyable space to learn, explore, create, and have fun. Our Community Services Department team of recreation professionals aim to provide the highest quality experience for you and your child(ren) to foster their continued social, physical, personal, and creative growth. We look forward to all the unique, exciting, and fun experiences that await.

“Moving After Zooming” & Rec Programs will follow all guidelines and directives recommend by the Contra Costa County California Department of Public Health and the Centers for Disease Control and Prevention (CDC).

Due to the directives contained in the Governor’s Declarations of Emergency for the State of California (Executive Orders N-25-20 and N-29-20) and the uncertainty of when the Governor’s Stay at Home Order (Executive Order N-33-20) will be lifted by the State of California, advertised dates for classes and center programs are subject to change.

## “Moving After Zooming” & Rec Program Descriptions

- **Half-Day Youth Afterschool**  
Half-day care to include, socialization, recreation activities and fun.
- **Teen Homework Help**  
Three-quarter day to include distance learning support and reliable Wi-Fi.

## “Moving After Zooming” & Rec Community Services Coordinator Staff

- Half Day Youth Afterschool – Timothy McGrath  
(925 314-3404, email: [Tmcgrath@Danville.ca.gov](mailto:Tmcgrath@Danville.ca.gov))
- Teen homework help– Lindsay Gallardo  
(925) 314-3403, email: [Lgallardo@Danville.ca.gov](mailto:Lgallardo@Danville.ca.gov)
- “Moving After Zooming” and Rec Programs Contact – Number (925) 314-3400

## Fee(s)

- Half-Day Youth Afterschool - Resident \$180 / Non-Resident \$216 per child (+non-refundable service fee).
- Teen homework help– Resident \$180/ Non-Resident \$216 per child (+non-refundable service fee).
- Full registration and service fees are due at the time of registration.

## Registration

- Registration began Friday, August 25th.
- Register **online** at [www.danville.ca.gov](http://www.danville.ca.gov) (walk-in registration not available).



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- All registrations are on a first-come, first-serve basis. Available space will be taken into consideration for each age/grade group to ensure no more than Contra Costa County’s participants per room/per group requirement are met.
- It is encouraged that you register two (2) weeks prior to each start date. However, you may register for multiple weeks in advance.
- For more information, please call (925) 314-3400 Monday – Thursday 8:30 am to 5 pm, Friday 8:30am -1 pm

### Refund Policy

To receive a full refund requests must be made no later than two (2) weeks in advance via email. Any transaction less two weeks prior is nonrefundable. All Refunds have significantly increased return times Due to CV-19, Call 314-3400 for updates, and estimates or return dates.

### Facility

Facility/Location	Address	Phone Number
<b>Oakhill Park Community Center</b>	3005 Stone Valley Rd, Danville, CA 94526	
<b>Charlotte Wood</b>	600 El Capitan Dr, Danville, CA 94526	

Program	Grades	Days	Program Dates	Times
Half-Day Youth Afterschool	1 <sup>st</sup> – 6 <sup>th</sup>	Monday - Friday	9/7 – 12/18*	3:30 pm - 6:00 pm
Teen Learning Lab	7 <sup>th</sup> – 12 <sup>th</sup>	Monday - Friday	9/9 – 12/18*	3:30 am - 6:00 pm

### Program Days, Grades, and Times

*\*Program is scheduled until December, unless there is a lift and/or changes in the COVID-19 school orders issued.*

### Daily Schedule

#### Half-Day Youth Afterschool

Sing-in 3:30 pm – 3:45 pm  
 Circle time 3:45 pm – 4:00 pm  
 Recreation Activities/Crafts & Sign-out 4:00 pm – 6:00 pm

\*\*All activities are subject to change without prior notice.



## Program Guidelines/Information

- Participants must be 5 to 13 years of age.
- Participants must be able to use the restroom without assistance from Danville Staff. Disposable type undergarments are not allowed.
- Groups will be determined by age/grade depending on the number of registered participants for each group. Siblings may or may not be placed in the same group also dependent of the number of participants who register. If only the minimum number (6) is met, then participants will be placed in one group regardless of age/grade.
- Participants must be signed in and out by an authorized adult stated on the participant's Authorized Pickups. Parent/Guardian or authorized adult will sign-in their child at the designated area. Participants may not be dropped off unattended in front of the site at any time. An authorized adult listed on the Authorized Pickup must sign out each participant. Danville Staff will then retrieve the participant from the classroom and hand them to their parent/guardian or authorized adult. Only authorized adults with proper photo identification will be allowed to pick up a child. Please note parents/guardians will also be required to show photo identification to pick up their child(ren). If appropriate photo identification cannot be provided, participant will not be released. Your child's safety is our top priority. We thank you for understanding.
- Sign-in/Sign-out
  - Half-Day Youth Afterschool – 3:30 pm, with sign-out no later than 6:00 pm.
  - Teen homework help– 5:00pm – 6pm sign-in, with sign-out OR teen self-sign-out no later than 6:00 pm. (please note that sign-in must happen between **Participants registered in Teen homework help may sign themselves in and out with a waiver signed by a parent/guardian.**)
- Parents/Guardians or authorized adult signing in/out participants must wear a face covering.



- Participants must be able to use face covering while participating in the program. Participants are required to wear face coverings whenever indoors. Face coverings are not mandating outdoors as long as social distance is being maintained.
- Danville staff will check the temperature of each participant upon entry.
- Participants are responsible for their personal belongings. The Town of Danville nor Danville staff are NOT responsible for lost, stolen or damaged items.
- The “Moving After Zooming” and Rec. Programs will offer structured activities, and outdoor activities for participants. Outdoor activities will be conducted at the discretion of Danville Staff.
- Danville staff will make every effort to comply with Contra Costa County Department of Public Health, California Department of Public Health and the Centers for Disease Control and Prevention (CDC) order(s), including maintaining the 6-foot physical distancing for all participants (See COVID-19 section).
- Participants should dress comfortably. Please no sandals, flip flops or open-toed shoes.

### Program Guidelines/Information – Continued

- A space will be assigned for each participant to safely store personal belongings.
- The maximum number of participants per class is 14 (as of 9/3/2020 Subject to change) with two (2) Danville Staff.
- Participants will not be permitted to attend the “Moving After Zooming” and Rec Programs if they, or any member of their household, has had a fever, cough, or shortness of breath within the last 24 hours, or if the participant has been in contact with anyone who has tested positive for COVID-19 within the last two weeks.

### DANVILLE Staff to Parent/Guardian Communication

- “Moving After Zooming” & Rec Program information will be communicated at time of sign-in/out, via email and/or phone call. Please make sure all current contact info is correct and listed on your ACTIVE Net account.

### Breakfast, Lunch, Snacks and Drinks

- Participants must bring their food, snacks, and drinks, since there will be no snack bar onsite.
- Danville staff will not schedule snack or mealtime during our fall programs
- Food must be in a container with the participant’s name listed on it. No refrigeration or heating of meals will be available.

### Cleaning, Sanitizing and Disinfecting Requirements



- High touch surfaces such as, tables, chairs, door handles, countertops, faucets, etc. will be disinfected regularly throughout the day.
- Drinking fountains will not be utilized. Participants are encouraged to bring water or a reusable water bottle.
- Danville staff will disinfect and sanitize all surfaces of the facility with a professional cleaning solution every evening.
- Floors will be cleaned and disinfected daily.

## Policies and Procedures

- **Medication(s):** Danville Staff is prohibited from dispensing medication without a doctor's prescription and a Medical Information Form completed and signed by the parent/guardian.
- **Lost and Found:** Due to COVID-19, lost and found items will not be left in the participants cubby until the end of the week. Items left at the end of the week will be thrown out. **Danville Staff is not responsible for any lost or damaged personal items.**
- **Late Sign-Out:** If participant is not signed out by designated pick up time a late fee will be applied. A call does not dismiss parents/guardians or authorized adult from having to pay the late fee. The room clock determines late time. Repeated late pick-ups may result in a participant being removed from the program.
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## Emergencies/Illness

- COVID – 19: Participants will be visually monitored throughout the day for symptoms related to COVID-19. If a participant is displaying any COVID-19 related symptoms they will be separated from their group and the parent/guardian will be called for immediate pick up of the participant. *Reinstatement to the program will require proof of a negative COVID-19 test.*
- **Emergency:** In case of a severe injury or illness, the parent/guardian or persons listed in order on the Emergency information form will be called immediately. If emergency medical treatment is necessary, Danville Staff will call the paramedics (even if a parent/guardian cannot be reached). The Emergency Card authorizes a participant to be treated by emergency medical personnel. Parents/Guardians will be responsible for all ambulance and medical costs.
- **Contagious Illness, Disease or Condition:** If participant is ill, we ask that they stay home. If a participant contracts a contagious illness or condition (i.e. chickenpox or lice) contact the office immediately.



Parents/Guardians are then required to supply Danville Staff with a doctor's note prior to child returning to the program. All contagious disease and illness issues are handled confidentially and are addressed on a case-by-case basis. All parents/guardians will be notified if there is a contagious illness, disease, or condition via email and/or phone call with the information provided on the Emergency Card.

- Non-Emergency: In a non-emergency situation (i.e. sick child, minor injuries, etc.) the parent/guardian will be notified. For the safety of all participants, Danville Staff reserves the right to send a sick participant home and not permit them to return until accompanied by a medical notice indicating that they may safely participate in the program.

## Preventing the Spread of COVID-19

Danville Staff will follow all guidelines and directives, recommended by the Contra Costa County Department of Public Health, California Department of Public Health and the Centers for Disease Control and Prevention (CDC).

- Conduct temperature screenings
- Implement social/physical distancing strategies
- Clean and disinfect frequently touched surfaces and supplies before being shared
- Maintain adequate ratio of participants to Danville Staff
- Danville Staff and participants are required to wear face coverings
- Wash hands often with soap and water

## COVID-19 Guidelines

- Danville Staff has assessed rooms to ensure that proposed activities can be conducted with necessary physical distancing prescribed by Contra Costa Department of Public Health, California Department of Public Health and the Centers for Disease Control and Prevention (CDC).
- Prior to arriving Danville Staff, participants and parents/guardians must perform a self-conducted health screening by taking their temperature to ensure that they do not have a fever of 100.4°F or higher and must not display symptoms related to COVID-19 as outlined by the CDC. If a Danville Staff member has a fever of 100.4°F or higher or exhibits any symptoms of COVID-19, they must not report to the program site and should contact their supervisor.





- Upon arrival, program Danville Staff must receive a health screening, which includes taking their temperature with a no-touch thermometer. Danville Staff displaying symptoms of COVID-19, and/or with a temperature of 100.2°F or higher will be asked to leave the premises and will not be allowed to return until providing a medical release signed by a doctor.
- Sign-in/sign-out area will be located outdoors and sufficiently spaced and marked so that participants and parents/guardians can line up six feet apart.
- Sinks for handwashing and hand sanitizer will be available to participants and Danville Staff for use. An hourly handwashing/sanitizing schedule will be utilized by Danville Staff.
- Participants and/or Danville Staff that develop symptoms related to COVID-19 during programming will be immediately distanced from others in a primary resting/sick station.
- Participants will remain with the same group each week. Rotation of areas will only be performed if the area is cleaned and sanitized prior to another group utilizing the area.
- Visible signage will advise participants that they should: wear a face covering; maintain a minimum of six-foot distance from one another; and not engage in any unnecessary physical contact or avoid entering the facility if they have a cough or fever.
- Danville Staff conducting health screenings must wear a facial covering and disposable non-latex gloves (if available). The same gloves may be used to conduct all health-screening checks provided this task is uninterrupted if no other surfaces were touched for the duration of the health screening process.
- Sites may be closed for a 24-hour period following a presumed positive and positive COVID-19 case. Site will reopen once determined by Town that it is safe to do so.
- The Community Services Department will notify the Public Works Department immediately of the case and disinfection will commence.
- Grouping exposure will be reviewed and either the entire group/facility(ies) will be closed based on the contact tracing findings.
- Parent/Guardian will be notified through ActiveNet and/or email if any participant were potentially exposed but with no direct contact as informational only. The group(s) that has closed due to possible direct contact will receive a letter outlining the date of exposure and when group is to re-open.



Steps that will be taken if a participant or Danville Staff tests positive for COVID-19?

- Identify participant and/or Danville Staff who may have had close contact with the ill individual for more than 15 minutes or those who may have had unprotected direct contact with body fluids or secretions of the ill individual starting from two days (48 hours) before symptoms appeared. Body fluids or secretions include saliva, sputum, nasal mucus, vomit, urine, or diarrhea. These people should home-quarantine for 14 days from the date of the contact. Please note, for confidentiality purposes, the name of the individual who may have COVID will not be shared.

### COVID-19 Guidelines – Continued

- If a participant or staff develop symptoms while in quarantine to return to the program proof of a negative COVID-19 test or 14 days without symptoms. Must be approved by the Youth and Family Supervisor to return to the program.
- If Danville staff learns of a confirmed case of COVID-19 with potential exposure of Danville Staff or participants, the Department may contact the Public Health assigned liaison for consultation and guidance before communicating with all Danville Staff and participants.

Are there other reasons a participant or Danville Staff should stay home or get sent home?

- While the virus may be most contagious when the infected person is clearly ill, some individuals may infect others even when they do not have obvious symptoms or any symptoms at all. Given that risk, participants who have been exposed to someone who has respiratory illness should remain home for 14 days for self-monitoring of symptoms. Home quarantine of an exposed person reduces the chance of spread to other participants and Staff. If no symptoms appear within 14 days, the participant or Danville Staff may return to the program after 14 days and symptom-free.
- If a participant or Danville Staff, for any reason, shares they are not feeling well, they should be sent home from "Moving After Zooming" & Rec programs and remain home for at least 24-hours for monitoring. The participant/Danville Staff may return to "Moving After Zooming" & Rec programs if they are symptom and fever-free, after 24-hours.
- A COVID-19 Intake Form is to be signed by parent/guardian on a weekly basis. Participants may not participate if this form is not signed and submitted by the first day of programming.



## Equipment Requirements

Danville Staff will minimize touchpoints between Danville Staff and participants and utilize established processes to clean and sanitize equipment and surfaces between touches wherever possible. Toys and equipment that cannot be cleaned and sanitized will not be used.

- Children's books and other paper-based materials are not considered high risk by the CDC for transmission but do require additional cleaning to be proactive in standards of disinfecting and sanitization.
- Each participant Will utilize their own set of basic supplies which are to be labeled and, in a box, or bag (crayons, glue stick, pencils, pens, markers, etc.).
- Toys, equipment, and games provided by The Town will be cleaned, sanitized, and disinfected at the beginning and end of the day, as well as when used by different participants.

## "Moving After Zooming" & Rec Program Rules for Participants

"Moving After Zooming" & Rec Program Policies, Rules and Regulations are established so participants and DANVILLE Staff have an enjoyable and safe experience.

- All participants will follow directions given by the Danville Staff.
- All participants will follow CDC Guidelines and wear a face covering while participating in the program.

## "Moving After Zooming" & Rec Program Rules for Participants – Continued

- All participants will show respect and a positive attitude to all fellow participants and Danville Staff.
- All participants must keep their hands and feet to themselves.
- Pushing, shoving, hitting, kicking, etc., will not be tolerated.
- Name-calling and foul language will not be tolerated.
- Electronic games and devices are NOT permitted at any "Moving After Zooming" & Rec Program. Participants may bring cell phones; however, they can only be used in emergency situations.
- Personal items must have child's name written on them. The Town of Danville Staff will not be held responsible for lost/stolen personal items.
- Weapons or toys resembling weapons are not permitted at "Moving After Zooming" & Rec Program and will be confiscated and given to the parent/guardian at sign-out.
- Sharing or trading lunches is not allowed.



- Participants must walk and use their indoor voices inside the building.
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## **“Moving After Zooming” & Rec Program Discipline Policy**

### **Discipline Philosophy**

The overall safety of the participants is always the highest concern to maintain a safe and fun environment. Setting limitations and guidelines for proper behavior is necessary to meet the needs of participants in our care without ignoring the demands of one individual.

### **Adjustment Steps**

Minor incidences of disruptive behavior are usually handled immediately by talking to the participant about the expected behavior of “Moving After Zooming” & Rec Programs. When disruptive behavior occurs, the following steps are taken:

#### **Step 1– Reasoning**

Every effort is made to help the participant understand the acceptable behaviors and rules at “Moving After Zooming” & Rec Programs and how to resolve conflict. Depending on the severity of the behavior a, “behavior” report may be filled out to inform the parent/guardian when the participant is signed out. The report is a brief description of the incident and the action taken.

#### **Step 2– Removal from a Specific Activity- “Redirection”**

If reasoning does not redirect the unwanted behavior, the participant will be moved to another activity. A parent/guardian is notified of child’s behavior and Danville Staff’s attempts at the redirection. At this time a, “Behavior Modification Report” will be filed and given to the parent/guardian at pick up.

#### **Step 3– Participant, Parent/Guardian, and Staff Conference**

At this time, the parent/guardian becomes formally involved in the disciplinary process. The Staff and a parent/guardian will discuss which specific behaviors need to be addressed with the participant. A “Positive Behavior” agreement will be drafted outlining which specific behaviors need to be altered and a time frame for these goals to be achieved.

#### **Step 4– Removal from the Program**

This occurs in cases of repeated or severe behavioral problems. Staff will do their best to work with the parent/guardian and the participant to overcome any difficulties. However, Town of Danville reserves the right to



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remove any participant from the program when their behavior causes continuous disruption to the program and/or other participants.

**Behavior Exceptions in Effect at all Times** - For cases such as but not limited: to bullying, biting, hitting, spitting, or foul language to any child or Staff person, the parent/guardian will be notified immediately for pick up. Participants that exhibit harmful or destructive behavior will be sent home. Refunds are not issued for participants sent home because of inappropriate behavior. Town of Danville Staff will be confident with the rules that have been established and with the support of all parents/guardians in enforcing proper behavior, all participants and Staff will have a safe and positive experience.