



Mission Oaks CARE 2020: Guide for Parents & Participants

This Guide is written to help parents and attending participants know what to expect at Mission Oaks CARE. Mission Oaks CARE is located at Mission Oaks Community Center (Gibbons Park) and Swanston Community Center (Swanston Park). This program is designed to help support families during the distance learning period of school. Mission Oaks CARE is for children in grades 1-6. The program will begin Monday, August 31, and runs Monday-Friday from 7:30am-5:30pm. The program will consist of a morning portion where participants will work individually on school work from about 8am-12pm (or when virtual school lessons are in session). Participants will then break for lunch. The afternoons will consist of recreation programming, including active and passive games and activities, crafts, and additional opportunities for studying and homework. Participants may be dropped off any time after 7:30am and must be picked up by 5:30pm. Please contact staff if you have any further questions regarding the program.

What Parents Should Expect:

Registration Information: Registration can be done at the district office location, or online at morpd.com.

Forms: Mission Oaks CARE will be using the ePACT system which requires parents/guardians to complete forms electronically. This allows staff to quickly find emergency contact information, medical and dietary alerts for the children, and provides touchless sign-in/sign-out capabilities. In short, ePACT improves safety and efficiency, which is increasingly important during the Coronavirus pandemic. All forms must be filled through ePACT prior to arrival at the first day of program. No participant will be accepted without their ePACT account being completed.

Participant Drop-Off and Pick-Up: Participants are to be dropped off in the parking lot, and near the building, any time after 7:30am, and picked up by 5:30pm. A Mission Oaks CARE staff member will be at the designated sign-in/sign-out area. Parents are not permitted inside the buildings due to COVID-19 safety measures. Sign-in and sign-out stations will be clearly marked. Once picked up from the program, participants may not come back into the program on the same day.

Daily Sign-In & Sign-Out: Parents will sign-in/sign-out digitally with a Mission Oaks CARE staff member when they arrive to site.

Staff: During program hours, there will be staff at each site who are certified in CPR and first aid. Mission Oaks CARE Leaders are responsible for their groups and are supported by the Recreation Coordinator and Recreation Supervisor.

Parent Contact: Staff may need to contact parents in an emergency or in situations concerning behavior (see page 3: 'Behavior' section). For parents who need to reach their children or speak to a leader, coordinator or supervisor at Mission Oaks Community Center (Gibbons Park), please call 916-359-1197. For Swanston Community Center (Swanston Park), please call 916-570-2803. Staff will relay messages to participants. If necessary, staff will bring the participants to the phone to speak with their parents.

Weather Conditions: Participants will spend most of the morning portion of the program indoors. In the afternoons, we intend to move participants outside for lunch and activities if the weather permits. Staff will monitor weather for concerns related to extreme hot and cold temperatures, rain and poor air quality.

Sunscreen: Parents are expected to apply and provide sunscreen for their children. To further help protect participants from damage caused by the sun, spray sunscreen will be provided on site for self-application purposes. Staff is prohibited from the physical application of sunscreen to program participants.

Safety Inspections: Swanston and Gibbons are public parks with guests and activities taking place around the program. Mission Oaks staff conducts daily safety inspections each morning and make every effort to ensure a safe setting for the program. All safety concerns are reported to park maintenance staff, and the Sheriff's Department if necessary.



COVID-19:

Groups- Camp will run in small groups of no more than 10 participants and 1 to 2 Leaders. Groups will not be allowed to mingle with other groups.

Temperature Checks- Parents are expected to check the health of their children before coming to Mission Oaks CARE. This includes taking their child's temperature. Please do not bring your child to camp if their temperature is at 100 degrees or above. Staff will take the temperature of all campers at check in daily. Please do not allow your camper to enter the building or join their group before we take their temperature.

Masks for Staff- Per current CDC and County of Sacramento Public Health guidelines, Mission Oaks CARE staff are required to wear masks at all times while indoors (exceptions: when alone in their designated office, or during emergency situations when a mask will be an impediment). Staff are also required to wear a mask outdoors during programming hours (exceptions: during breaks while alone; during lunch while being in excess of six feet away from others; while needing to give clear verbal communications while being in excess of six feet from others; and during emergency situations when a mask will be an impediment).

Masks for Participants-All participants and staff are required to wear masks when indoors (exceptions: during meals and snacks when weather prohibits us from going outdoors; during emergency situations when a mask will be an impediment). Participants are required to wear a mask outdoors when they are unable to consistently maintain at least six feet from others (exception: during emergency situations when a mask will be an impediment). Depending on the circumstances, staff can require all participants to wear a mask, or they can require specific participants to wear a mask. While outdoors, participants are to have a mask on their person. Staff will instruct participants when they can remove their masks. Parents must supply masks for their children. Staff will have extra masks in case of an emergency.

Disinfecting- Program areas and equipment will be disinfected before participants arrive each morning. Areas will be disinfected throughout the day after a space is used by a group. Supplies are designated to each group and will be disinfected and cleaned between uses.

Bathroom trips- No two groups will be in the bathroom area at any time. Bathrooms will be disinfected and cleaned before participants arrive each morning and disinfected several times throughout the day.



What Participants Can Expect:

EXAMPLE SCHEDULE

7:30	Arival	Arival	Arival	Arival	Arival
8:00	Distance Learning				
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
12:30	Outdoor Game				
1:00					
1:30	Science Experiment	Group Choice	Science Experiment	Group Choice	Science Experiment
2:00	Snack		Snack		Snack
2:30	Outdoor Game	Snack	Outdoor Game	Snack	Snack
3:00	Science Experiment	Science Experiment	Science Experiment	Science Experiment	Outdoor Game
3:30	Group Choice		Group Choice		Group Choice
4:00	Indoor Activites		Outdoor Game		Indoor Activites
4:30		Indoor Activites	Indoor Activites	Indoor Activites	
5:00	Indoor Activites				
5:30					



What to Wear: Participants should dress for comfort while being prepared to be active. During the 10-hour program days there will be wide changes in temperature. Dressing in layers, or bringing a change of clothes will be helpful. We will be encouraging participation in physically active games, so t-shirts and shorts are suitable when the weather cooperates.

Footwear: All participants **must** wear closed toed shoes. Participants will run, walk and play each day. Participants wearing inappropriate footwear will not be able to participate in the activities.

Lunch: Please send your child with a reusable water bottle, 2 snacks and a lunch that does not need to be refrigerated or heated up. We will have first snack time mid-morning, lunch around noon, and second snack time mid-afternoon. Any participant allergies need to be listed on emergency forms that will be filled out before the program. Participants are not allowed to share food.

NOTE: For participants who are enrolled in the meal program with San Juan Unified School District, meals are available for pick up at designated schools between 7:00 and 8:30am on weekdays. The designated schools closest to our Mission Oaks CARE program sites are Pasadena Elementary School (closest to Gibbons Park) and Greer Elementary School (closest to Swanston Park). Mission Oaks CARE will not pick up lunches for participants, but we will refrigerate and heat the meals per instructions provided by SJUSD.

School Supplies: Participants are to bring all of the supplies they will need for their school needs. This would include their electronic devices for connecting to their virtual learning sessions, headsets that include a microphone, writing utensils, paper, and other supplies as required by their teachers. As they would do if going to school, participants are encouraged to bring a backpack/school bag. Each child will have a designated area in their assigned room to place their backpack and supplies. These designated areas will be at least six feet apart from where other student supplies will be placed.

Personal Games and Toys: Participants may not bring toys or games from home to play at Mission Oaks CARE. If brought, these items will be collected by staff and kept in storage until a parent or guardian arrives. Mission Oaks is not responsible for lost or stolen personal items.

Sick Policy: Any participants or staff with lice, chicken pox, the flu, or any other contagious illness/infection are not allowed at program sites and will be sent home. They may only return with a written note of clearance from their Doctor. Extra precautions and measures will be taken for Covid-19 cases, symptoms, and close contacts with others with Covid-19. See our Covid-19 Safety Plan.

Behavior: All program participants are expected to abide by our rules and behave appropriately. This includes following instructions from staff, practicing proper social distancing rules, listening and participating in games and activities, respecting all others (kids and staff), using good language, and acting in a safe manner. Bad behavior is normally handled with verbal warnings, Behavior Reports, parent contact and, if needed, the camper will be sent home. Violence is almost always a cause for immediate removal from the program, and it is at the discretion of the staff to determine the nature of behavior intervention.

Our Behavior Reports are the tool we use to track negative behavior. They help us to more objectively detect trends that can be shared with parents so we can work as a team to help the children correct, improve and grow within the program. There are 3 categories for Behavior Reports; Yellow, Orange, or Red. If a participant has continued behavior problems, the reports can progress into the next level of behavior consequences. For example, 3 Yellows in 1 Week = Orange. However, any participant can end up in an Orange or Red category based on a single individual action, depending upon the severity of the behavioral offense.

YELLOW

- 3 Yellows in 1 Week = 1 Orange
- Parent/Guardian handed the report when child is picked up.

ORANGE

- 2 Oranges in 1 Week = 1 Red
- Parent is called at time of behavioral offense and is handed the report when child is picked up.



RED

- 3 Reds During Summer = Removed from Program
 - We have the right to remove any participant at any point once they reach the Red category, even if it is a first offense. **Any participant removed from program is not eligible for a refund.**
- Parent is called at time of behavioral offense and instructed to immediately pick up child from the program. The parent is handed the report when child is picked up.

Refunds:

No refunds will be given after the first day of a session. We are only allowed to have a certain number of exposures in a cohort group, due to this, we are unable to refund participants after the session has begun.

If you have a question regarding this, please contact the Recreation Supervisor at the center your child attends.

Removal from program:

Staff has the ultimate say in removing participants from the program.

Mission Oaks CARE Contacts:

Mission Oaks Community Center-

Recreation Supervisor- Rodney Dahlberg, 916-359-1197 or dahlberg@morpd.com

Morning- Recreation Coordinator- Cameron Wiggins, 916-359-1604 or cwiggins@morpd.com

Afternoon- Recreation Coordinator- Riva Ballis, 916-972-0339 or rballis@morpd.com

Swanston Community Center-

Recreation Supervisor- Danny Curtola, 916-570-2803 or dcurtola@morpd.com

Recreation Coordinator- Brandon Stoakley, 916-570-2806 or bstoakley@morpd.com