

San Ramon Parks & Community Services
Information, Policies, & Procedures
Bee's Knees Preschool



The San Ramon Parks & Community Services Preschool Program, *Bee's Knees*, is designed for preschool aged children, ages 3-5. The program offers young children a fun, enriching, educational, and safe environment where they can grow and learn. Our professional staff is committed to providing you and your children with a fun, caring, and safe experience. Our preschool program will begin August 24, and extend into Mid-May. All schedules are subject to change depending on changing guidelines.

The following policies and procedures have been developed to follow social distancing, sanitation, and hygiene practices specified by Contra Costa Health Services, and the Federal Centers for Disease Control and Prevention (CDC). The policies will be modified and updated as guidelines continue to evolve.

Prevent Spread & Social Distance Policy

- Facilities will be closed to the public, and will be available for participants, staff, and instructors only.
- Clearly visible signage will advise participants, staff and instructors that they must: avoid entering the facility if they have a cough or fever; wear facial coverings; maintain a minimum of six-foot distance from one another; and not engage in any unnecessary physical contact.
- Participants will wash hands often with soap and water, especially if visibly dirty. Hand sanitizer will be used if soap and water is not readily available. Children will be supervised when using hand sanitizer and when washing their hands.
- Participants will be encouraged, as always, to keep their hands to themselves and will be strategically spaced, when possible, during activities for appropriate social distancing.
- Shared equipment will be discouraged with dedicated equipment kits being provided for each child at the beginning of the session. Any shared items or locations will be disinfected before another group can use it.
- Staff and participants must wear a face covering at all times.
- The State of California issued the "Guidance for the Use of Face Coverings" on June 18, 2020. These new guidelines require individuals older than 2 years to wear a face covering while in public. All participants must have a face covering with them, and the ability to put it on when requested.
- Children should cover coughs and sneezes, and wash hands immediately after doing so.
- Frequently touched surfaces will be cleaned regularly.
- Children must bring their own snacks, utensils, water bottle and plenty of water. Children are not allowed to share food.
- Children should refrain from bringing toys and other personal items from home.
- Children will stay with the same group throughout the program. The same staff members will stay with the same group of children each day for the duration of the program.

Children/Staff/Instructors are limited to one recreation program per session to provide a stable environment. This means that Children/Staff/Instructors are not able to participate in

two separate recreation programs in one weeks/session, this is to prevent mixing of groups and to assist with tracing if the need arises.

- Example: If you child attends Bee's Knees Preschool Session 1, please do not register them for another recreational activity during the same time frame of Bee's Knees Preschool Session 1.
- Preschool stable groups of no more than 14 children will be allowed. Children will not be allowed to mix or change groups.
- Bee's Knees has been assigned a large dedicated space, suitable for social distancing. This space will be cleaned and sanitized regularly.
- Restrooms will be sanitized throughout the day. Participants will be asked to practice good hygiene while using the restroom, such as washing their hands, and not touching their face or others.

Isolation, Sick Child, and Sick Staff/Instructor Policy

- Sick children and staff are required to stay home and will not be allowed in the program.
- "Sick" is someone exhibiting, but not limited to, the following symptoms: cough, shortness of breath, fever (temp 100.4°F or higher), sore throat, chills, vomiting, and/or diarrhea.
- Should your child develop any of the symptoms above, please contact us at (925) 973-3200.
- All participants will be screened at check-in, please see Parent Preschool Drop Off section below.
- Participants who have a fever will not be admitted to the program.
- Staff/Instructors will be vigilant in monitoring symptoms in kids and themselves, and will notify a supervisor if they or a child is showing symptoms of being sick (symptoms listed above).
- Children & Staff/Instructors who arrive sick or become sick while at camp will be sent home as soon as possible.
 - Staff and Children who become sick while at the program will be isolated from well groups. Each facility or program location will have a safe and dedicated room for isolation.
 - One staff member will supervise any sick children in the isolation area until a parent/guardian arrives to pick them up. Sick children must be picked up within one hour of the parent being notified.
 - Each incident where a child, staff, or instructor may have come into contact with an individual who has been diagnosed with COVID-19 or another contagious virus will be addressed on a case-by-case working with the Parks and Community Services Director and the HR Division Manager due to multiple factors.
 - Any program can be cancelled due to an illness in the program or a change in State, County, or Federal guidelines.
- Participants should not return until they have met one of the criteria below:
 - In alliance with the Centers for Disease Control (CDC), if your child has had a fever, please keep your child home for at least 24 hours after the fever has gone away. The fever should be gone without the use of fever reducing medicine (i.e. Advil, Ibuprofen, Tylenol).
 - This also includes siblings enrolled in a program who have been in contact with the participant with the fever.

- Participant with a fever and experiencing one or more of the symptoms above, but not exposed to COVID-19, must be symptom and fever free for 72 hours prior to returning to program.
- If a participant has been exposed to COVID-19 or was suspected of having COVID-19, 14 days from the onset of symptoms must pass.
- Participant consulted with their doctor about resuming public activities.
 - A record that a doctor was consulted may be required to be readmitted into any programs.

Cleaning/Disinfecting Procedure

- In addition to daily deep cleanings, frequent sanitizing of high touch surfaces will occur throughout the day, including but not limited to equipment, tables, chairs, bathrooms, and outdoor surfaces.
- Facilities will be cleaned between groups and items will be sanitized before being made available for use. EPA approved disinfectants and cleaning products will be used by staff.

Waiver

- Each participant will be required to have a completed waiver on file before their first day at the program.

Medical Conditions & Vulnerable/High Risk Group Guidelines

- These programs are not designed for those who are in the high risk category. Participants in this category should consult with their doctor about enrolling in these programs.
- People of any age who have serious, underlying medical conditions may be at higher risk for severe illness from COVID-19.
- Children with allergies, medical conditions, disabilities, or other pertinent health-related information should be included in the prompt response upon registration. Parents/Guardians can also contact Jessica Reaber at jreaber@sanramon.ca.gov for more information.

Refund Policy

- If a program is cancelled for any reason a full refund will be provided.
- For more information on the City of San Ramon's refund policy please visit http://www.sanramon.ca.gov/our_city/departments_and_divisions/parks_community_services/departments_information/registration_information.

Parent Drop-Off, Pick-Up & Screening Procedure

- Specific check in and out procedures will be communicated to parents with the confirmation sheets that will be emailed out the week prior to the beginning of the program. Typically a parent orientation would occur, however, due to COVID-19, this may not occur or be done virtually.
- Parents/guardians must wear a face covering when picking up and dropping off.
- Screening Procedure

- Participants' temperature should be taken by parent prior to coming to the program.
- Sick (definition above) participants should not be brought to the program and will not be admitted.
- Screening staff will make a visual inspection of the child for signs of illness which may include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or irritability. The parent/guardian will be asked:
 - To confirm that the child does not have a fever, shortness of breath, or cough.
 - If the participant has been in contact with someone who has COVID-19 or has shown symptoms of COVID-19.
- If the participant passes the question screening, they will be asked to participate in the temperature screening. Temperature screening will be conducted with the following steps:
 - Participant's forehead will be scanned using a no-contact thermometer.
 - Participants who have a fever of 100.4°F (38°C) or above will be scanned a second time to confirm results. Participants who are still showing a temperature higher than 100.4°F will be asked to sit to the side and wait for a few minutes, prior to being scanned a third time. This will allow time for the participant to cool down if they've been running around, etc.
 - Participants that have a fever will not be admitted to the facility.
 - This will include siblings enrolled in a program who have been in contact with the participant with the fever.
 - In alliance with the Centers for Disease Control (CDC), if your child has had a fever, please keep your child home for at least 24 hours after the fever has gone away. The fever should be gone without the use of fever reducing medicine (i.e. Advil, Ibuprofen, Tylenol).
 - Participant with a fever and experiencing symptoms similar to COVID-19, must be symptom and fever free for 72 hours prior to returning to camp.
 - Once the temperature screening is passed, the staff will follow the steps listed above in drop-off to admit the participant into the program for the day.
 - Screening staff will wear appropriate PPE equipment.
- Pick-up
 - Pick-up will take place in the same location as drop-off. Process will differ based on location of program.



SAN RAMON PARKS & COMMUNITY SERVICES

Creating Community through People, Parks, Partnerships & Programs

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