

PasadenaLEARNS 2020-21 COVID-19

Parent Handbook



Welcome to PasadenaLEARNs After School Program!

This handbook contains important information about the program, which will help you understand program requirements, policies, and regulations. Please sign and return all required program forms. **Your child is not enrolled in the program until all forms have been completed and returned.** Keep this handbook for your records.

For questions, contact the LEARNs Site Coordinator at your child's school. You may also contact the LEARNs office via telephone at (626) 396-3614 or email at pasadenalearns@pusd.us.

Visit us on the web at: <http://www.pusd.us/learns> for more program information.

PasadenaLEARNs Mission Statement

PasadenaLEARNs After School Program is committed to creating a safe and supportive after school community and learning environment where PUSD students:

- Receive academic support
- Enjoy new experiences
- Develop 21st Century Skills
- Develop as leaders
- Feel connected

Program Locations

Altadena Arts Magnet Elementary School
Blair School
Don Benito Fundamental School*
Eliot Arts Magnet Academy
Field Elementary School
Hamilton Elementary School
Jackson STEM Dual Language Magnet Academy
John Muir High School Early College Magnet (College Access Plan only)
Longfellow Elementary School
Madison Elementary School
Marshall Fundamental Secondary School

McKinley School
Norma Coombs Elementary School
Pasadena High School (College Access Plan only)
San Rafael Elementary School
Sierra Madre Elementary School*
Sierra Madre Middle School*
Washington Elementary STEM Magnet School
Washington STEAM Multilingual Academy
Webster Elementary School
Willard Elementary School

*Fee Programs

Eligibility/Non-Discrimination Statement

PasadenaLEARNS services school-age students in grades K-12. Elementary and middle school students must be enrolled in a school that offers a PasadenaLEARNS program in order to participate. Enrollment is on a first-come-first-serve basis unless otherwise indicated. Priority enrollment is given to foster and homeless youth. During the COVID-19 pandemic and distance learning, priority enrollment is also given to the children of essential workers. A new application must be completed each school year and summer session. Once all available spaces are filled, programs create wait lists that are maintained until the end of the school year or summer session. PasadenaLEARNS does not discriminate on the basis of race, ethnicity, gender, sexual orientation, national origin, religion, creed, or physical or mental disability. The program welcomes the participation of students with special needs and adheres to the requirements of the Americans with Disabilities Act (ADA) to make reasonable accommodations for students.

During the COVID-19 pandemic, additional safety measures will be implemented. PasadenaLEARNS maintains a program ratio of 12:1 and does not provide individualized and/or one-on-one support or supervision. **Students enrolled in the program must be able to participate successfully with social distancing protocols in place.** Staff members/adults are required to maintain a minimum of 6' social distance when supporting students. This includes individual support staff that are assigned to students. Group capacities are not to exceed 13, which includes students and adults. Students must also adhere to all safety protocols such as maintaining a minimum of 6' of social distance from other students and mandatory face coverings for the entire program day. Parents should consider their child's individual needs, the program structure, and safety protocols before enrolling their child(ren) in the program.

What Can You Do to Help Slow the Spread of COVID-19?

- Keep your child at home if he/she, you, or anyone in your household feels sick.
- Wash your hands frequently.
- Cover your cough or sneeze in your sleeve or elbow. Do not cover your mouth with your hand.
- Avoid touching your face.
- Wear a face covering.
- Practice social distancing.
- Clean high-touch surfaces regularly.
- Contact your doctor/health care provider if you or your child are experiencing any of the following symptoms WITH AN UNKNOWN CAUSE:
 - Fever (temperature above 100.4 degrees F)
 - Loss of Taste
 - Loss of Smell
 - Chills
 - Shortness of Breath
 - New or Worsening Cough
 - Stomach Pain
 - Muscle Aches
 - Vomiting, Nausea, or Diarrhea

What Will LEARNs Do to Keep Staff, Students, and Families Safe?

PasadenaLEARNs has implemented the following measures to protect staff, students, and families during the COVID-19 pandemic:

- The program has created a COVID-19 Compliance Task Force Team for each LEARNs site made up of the LEARNs Site Coordinator, Principal or Designee, LEARNs Area Leader, LEARNs Director, Health Programs Director, and Chief Human Resources Officer.
- LEARNs Director and Health Programs Director serve as designated COVID-19 Compliance Officers for LEARNs programs.
- Staff and families are provided with information regarding resources and support for COVID-19.
- Staff members attend mandatory COVID-19 training workshops prior to providing in-person student support. Topics include but are not limited to: safety procedures and protocols, social distancing, proper hand washing, proper care of reusable face covers, contact tracing, and COVID-19 facts and information.
- Implementation of the COVID-19 Exposure Management Plan provided by the Pasadena Public Health Department.
- The program follows the safety guidelines and protocol provided by Pasadena Public Health Department for reopening public and private schools and school-based programs.
- Staff members are provided with and are required to use PPE every day including face coverings, face shields, and disposable non-latex gloves.
- Parents and students are required to wear face coverings when on campus or in program areas.
- Minimum of 6' social distance is required.
- Groups have a **maximum** ratio of 12 to 1.
- Staff and students are required to take frequent hand washing/sanitizing breaks.
- School site custodians clean restrooms frequently.
- LEARNs staff disinfect commonly used areas throughout the program.
- Program activities are conducted outdoors when weather permits.

How Does the Program Work?

Programs focus primarily on providing supervision and support during the online school day and operate Monday-Friday from 8am-1pm. LEARNs staff members provide enrichment activities, structured recreation, restroom/hand washing breaks, and meals during instructional breaks. Students must be able to work independently and maintain social distancing. Programs operate outdoors in covered/shaded areas as an added COVID-19 safety measure. During inclement weather, heat advisories, or poor air quality days, programs operate indoors.

It is important for students to be able to access their online classroom meetings and locate their classroom assignments in Canvas. Parents/guardians must work closely with their child's teacher(s) to make sure students are able to use the Webex and Canvas online platforms effectively. Contact your child's teacher or the ITS Department if your child has challenges connecting to the Webex and Canvas platforms.

What Activities Are Temporarily No Longer Allowed In LEARNs?

In an effort to minimize potential exposure to COVID-19, the following activities are temporarily prohibited:

- Program Visits
- Volunteer Opportunities
- In-Person Meetings
- Field Trips
- In-Person Program Partner Services/Programs

Parents/Guardians must contact the LEARNs Site Coordinator via telephone or email to schedule virtual meetings or meetings by phone.

How Are Students Checked Into the Program Each Day?

PasadenaLEARNs implements mandatory daily check-in procedures and health screenings. The following are required every day:

Program Staff:

- Temperature Checks
- COVID-19 health screening
- Face coverings and face shields
- PPE and sanitization supplies

Students:

- Temperature Checks
- COVID-19 health screening
- Face coverings
- Fully-charged Chromebook devices
- Earphones for use during online instruction (optional but recommended)

Parents/guardians of students in grades K-5 must remain with their children until the check-in and health-screening process is completed each day and must answer the health screening questions for their children. Adults and students must remain in designated check-in areas and follow social distancing and safety protocols including compliance with posted signs and floor markings. Only staff and students are allowed beyond the check-in area. Middle school students who check into the program without an adult are required to answer the health screening questions. Parents are contacted and required to pick up their children within 30 minutes if the student has a positive COVID-19 screening. Students remain in the isolation area until the parent/guardian arrives.

How Are Students Checked Out of the Program Each Day?

Students in grades K-5 must be signed out of the program by an authorized adult 18 or over. Adults must contact the LEARNs Site Coordinator or designee at the posted phone number upon arrival to the checkout area. **Valid identification must be presented** at the time of checkout. Students are dismissed/escorted to the checkout area. Visitors are not permitted to enter the campus/program area for checkout.

How Will LEARNs Staff Assist Students?

LEARNs staff members have been trained on how to navigate Webex and Canvas to assist students with logging in and accessing the online platforms. LEARNs staff will provide supervision while students engage in their online classrooms ensuring that students are on task and following the teachers' instructions. During breaks, LEARNs staff members provide enrichment activities, restroom and hand washing/sanitizing breaks, and meals during breakfast and lunchtimes.

Are Meals Provided?

Yes, students receive breakfast and lunch. All meals are pre-packaged, picked up by the LEARNs Site Coordinator, and distributed to students in their cohorts to help keep everyone safe.

Is There A Cost To Attend the Program?

There may be some program cost depending on which program a student attends and the family income level. PasadenaLEARNs strives to keep the cost low for PUSD families. Most students are able to attend the program for no/low cost. Talk to the LEARNs Site Coordinator at your school regarding income qualifications and scholarship opportunities. Fees are due on the 1st of each month and are **non-refundable**. Program credit may be available and is determined on a case-by-case basis.

What Are Parent/Guardian's Responsibilities?

The support and assistance of parents/guardians is important in order for PasadenaLEARNs to support students while keeping everyone safe. Parent/guardian responsibilities include, but are not limited to:

- Making sure your child's Chromebook is fully charged and ready for use each day
- Wearing face coverings when dropping off/picking up children
- Preparing children to be successful wearing face coverings for long periods of time by practicing at home
- Preparing students for social distancing by practicing at home
- Providing extra independent activities for children to do if they finish their work early
- Reviewing the program's behavior expectations with children to ensure they are followed
- Picking up children on time (**failure to pick students up on time may result in dismissal from the program**)
- Providing an extra face covering for younger children in case the one they are wearing gets soiled
- Practicing proper hand washing techniques
- Keeping your children at home if they, you, or someone in your family is sick
- Having an authorized pick up person who is able to pick up their children **within 30 minutes after receiving a call** from the Site Coordinator or designee requesting student pick-up

What Are Students' Responsibilities?

PasadenaLEARNS values PUSD students! One of our goals is to help them to have a great experience in the program! Students must also help themselves to be successful in the program by:

- Following all program behavioral expectations
- Following all safety guidelines such as wearing their face coverings properly and at all times, maintaining social distancing, and washing/sanitizing their hands frequently
- Making sure their Chromebooks are fully charged and ready for use
- Bringing headphones to wear during online instruction
- Bringing independent activities to do if they finish their work early
- Staying home if they feel sick or letting a staff person know immediately if they feel sick during program

What Happens If a Student Gets Sick During the Program?

If a student becomes ill during the program, the following steps are taken:

1. The Site Coordinator is notified immediately.
2. The student is moved to the Isolation Area.
3. Parent/Guardian is contacted to pick up the student **within 30 minutes**.
4. Parent/Guardian provided with information regarding next steps if symptoms may be COVID-19 related.
5. The COVID-19 Compliance Task Force Team is notified if symptoms may COVID-19 related.
6. Pasadena Public Health Department is contacted if symptoms may be COVID-19 related.
7. The Pasadena Public Health Department Exposure Management Plan is implemented and notifications sent out if needed.

Will Classes Ever Be Cancelled?

The COVID-19 pandemic has created the need for some changes to how PasadenaLEARNS operates. Keeping groups small and offering activities outdoors whenever possible are extra safety measures that improve program safety. However, these safety measures may also result in class cancellations. The program/classes may be cancelled for the following reasons:

- Possible COVID-19 exposure
- Staff shortage with no available substitute
- Indoor space needed but not available
- Inclement weather, excessive heat, or poor air quality days

How Will Parents Receive Communications?

It is important that parents receive timely communications with important information such as class cancellations, student pick-ups, updated COVID-19 information, etc. Program staff communicate with parents/guardians using the following:

- The Remind App: Parents/guardians are **required** to set up a Remind account with the LEARNs Site Coordinator at their child's school. Remind allows parents/guardians to receive text messages with important information.
- Phone Calls: Parents/Guardians may receive phone calls from LEARNs staff when immediate contact is needed. It is the responsibility of parents/guardians to ensure that the LEARNs Site Coordinator has their updated contact information.
- Emails: Parents/Guardians may receive emails containing updated program information and are responsible for providing the LEARNs Site Coordinator with an updated email address. Make sure the email address is for an account that is checked daily.
- LEARNs Website: Parents/Guardians can visit the LEARNs website at <https://www.pusd.us/learns> for updated program information and to download documents.
- Facebook: Parents/Guardians can view updated program information and see program highlights. Like us on Facebook (Pasadena LEARNs After School)!

What Are the Expectations for Students' Behavior?

PasadenaLEARNs offers a highly structured and safe program with clear behavior expectations for all program participants. The physical and emotional safety of students and their mental wellbeing are important. Along with implementing activities that support students' social-emotional learning, PasadenaLEARNs also institutes the following practices:

- **Classroom Agreements:** Students work with LEARNs staff to create class agreements to govern classroom conduct and interactions with peers and adults.
- **Self-Regulate to De-escalate:** Students are allowed to participate in independent cool down activities such as drawing, coloring, using manipulatives (playdough, kinetic sand, etc.) to help them self-regulate in order to de-escalate situations. Students share with LEARNs staff what will help them feel calm and how staff can help.
- **Reflection Time:** Students write or draw pictures to reflect on what happened, how they responded, how they should have responded, and what they will do next time.
- **Parent Contact:** The LEARNs Site Coordinator will contact the parent/guardian for support if a student is unable to manage the program's behavior expectations and may require immediate student pick-up. If parents/guardians must be contacted, the student will receive a referral. Multiple program referrals may result in program suspension and/or the termination of the student's participation in the program.

The goal of PasadenaLEARNs is to ensure the continued participation of all students. However, there are some behaviors that may result in **immediate dismissal** from the program:

- Physical aggression of any kind (ex: hitting, biting, kicking, spitting, etc.)
- Bullying (including Cyberbullying)
- Behaviors that jeopardize the safety of the student or others including failure to follow social distancing and mandatory face covering requirements
- Running away from supervision and/or leaving campus without permission

What Are the Expectations for Parents' Conduct?

Parents/Guardians are expected to follow all program policies and conduct themselves appropriately when visiting PUSD campuses. Setting the right example for students is very important. Parents are expected to:

- Wear face coverings properly and at all times
- Follow all social distancing and safety protocols
- Avoid the use of inappropriate language while on campus
- Refrain from entering the campus under the influence of drugs/alcohol
- Refrain from engaging in disruptive behaviors
- Refrain from interacting with other children

Parents who fail to adhere to the standards for appropriate conduct may not be allowed to enter PUSD campuses.

Is There Any Other Important Information Parents Should Know?

Child Abuse and Neglect

Under the mandatory Child Abuse Reporting Law, California State Penal Code Section 11161.5, all PasadenaLEARNs staff is mandated to report suspected cases of child abuse and/or neglect.

Emergency and Disaster Procedures

PasadenaLEARNs conducts monthly emergency drills to ensure that students understand all emergency procedures. In case of an emergency or disaster, students will remain under the supervision of program staff until parents/guardians arrive. Students may also be released to other adults authorized on the application form.

Each PasadenaLEARNs program maintains an emergency plan and binder, which are reviewed and updated annually.

Medications

Parents/Guardians must inform the PasadenaLEARNs Site Coordinator if a student requires emergency medication. PasadenaLEARNs may not have quick access to medicine that is in the custody of the school nurse. Students with asthma or severe allergies (EPI pen users) must provide medication and a completed doctor's note for the administration of medication during school and after school hours to the LEARNs Site Coordinator on the first day of program attendance.

Parent Agreement

I have received and read all of the information provided in the PasadenaLEARNs Parent Handbook and agree to comply will the regulations, requirements, and policies of the PasadenaLEARNs After School Program.

School Name

Parent's Signature

Date

Students Enrolled

Student's Name

Grade

