



**Community Services
& Parks**

Edison After School Club

Parent Handbook 2022-2023 School Year



@MyGlendaleParks

**Parks
Make
Life
Better!**

Edison After School Club - Program Info

The City of Glendale, Community Services & Parks Department's Edison After School Club in collaboration with Glendale Unified School District (GUSD) offers a safe place where children will spend the afternoon with old friends and make new ones in a fun, supervised outdoor and/or indoor setting. While your child is our after school club, they will play games, work on different arts and crafts, listen to music, play team sports and group games, and interact with children their same age. An afternoon snack will be provided through GUSD's nutrition services and each day camp begins with an opportunity to eat snack and complete their daily homework.

The City of Glendale is following the situation with the novel coronavirus (COVID-19) daily, and reserves the right to adjust the after school club program and/or make any changes to the program's various components as necessary, acting out of the best interest of our customers and employees and in accordance with the recommendations by the CDC (Center for Disease Control), the California Department of Public Health, and LA County Department of Public Health.

Please see the LA County Department of Public Health Protocols for specific Day Camp guidelines. The City of Glendale will be reviewing this regularly, and following it. [CLICK HERE](#)

Parent Packet Registration Forms

We are proud to announce that we have transitioned the collection of health and emergency information for all of our childcare programs to a digital solution with the adoption of ePACT Network, to better support all of our customers and make it easier to submit critical data securely!

ePACT is a secure digital solution that allows you to quickly share the health and emergency information we need, and also provides us with powerful communication tools to ensure we have a way to message you in the event of an illness, injury, or larger scale emergency. ePACT also offers health screening and contactless check-in tools, ensuring we can properly mitigate risks of exposure to COVID-19.

Rest assured that you always own your account and the information in it. Have questions or feedback? Please contact your site supervisor whose contact information is shared throughout this document or visit www.epactnetwork.com.

MORE INFORMATION REGARDING ePACT Network

How it works? ([CLICK HERE: Watch video](#))

- You'll receive an email invite to share information with City of Glendale.
- Click 'Complete Request' to create a free account, or log-in if you already have an existing ePACT account.
- Enter or update the required information, like medical conditions, and share it with City of Glendale so that program staff have access.

ePACT makes it far easier for you to share emergency information with us, while also ensuring we have access to records anytime, anywhere with the mobile app – even without an internet connection.

Why are we using ePACT? ([CLICK HERE: ePACT vs Paper Forms](#))

- To save you time - With ePACT, you only need to complete your child's information once, and then verify that it is still correct for additional programs or subsequent years (which can be done in just two minutes)! And if you need to update something quickly, just log in and update it and we'll be notified immediately.
- To eliminate high-touch processes- Collecting data electronically and checking members in /out using contactless methods that ePACT offers means a significant reduction in close human contact and shared items like pens and paper sheets.
- For better security & privacy- ePACT's high encryption levels and commitment to security means your data on ePACT is safer than on paper- where it can be misplaced or accessible to people who shouldn't have access to it. ePACT allows us to limit and track access.

Packets must be completed and submitted digitally via the ePACT Network prior to the first day of the program.

Emergency Forms

Make sure all forms are filled out completely. Be sure to list ALL ADULTS allowed to pick up your child from the program. We will not release your child to anyone not listed on the form (even family members). Please inform the person picking up your child that we will request a valid driver's license or state issued identification card. **A photo ID must be presented to pick up each student.**

Registration

We highly encourage parents to register their child(ren) when registration opens. Please email PacificCC@glendaleca.gov or call (818) 548-4098. Registration is limited to students and families identified by GUSD whose names are provided to City of Glendale staff via a roster. City staff will not enroll a student that is not on the roster provided by GUSD whose parents have not confirmed they are still interested.

Registration Fee

The registration fee for each child is \$270/month plus a one-time \$75.00 registration fee. The City of Glendale Community Services & Parks Department does not provide scholarships or discounts to families who would like their child enrolled in the Edison After School Club. For families who would like a reduced rate, please reach out to GUSD's CDCC section and ask them for available options and alternatives.

Parents will be required to pay for this fee in one of two ways:

- 1) Online – by logging into your www.myglendaleparks.com account and paying the balance found in your shopping cart,
OR
- 2) In-Person via cash, check, or credit card by visiting Pacific Community Center located at 501 S. Pacific Ave., Glendale, CA 91204 OR
- 3) Over the phone by calling (818) 548-4098

All credit card transactions conducted in-person or over the phone are subject to an additional 2.5% service fee.

The initial registration fee includes the months of August, September, and the one-time registration fee. Staff will enroll your child into the following month and inform you to log into your online account, come in-person, or call to make payment for the upcoming month.

The monthly fee is the sum of the total school year's program fee divided into 10 months. Short months or full months are all the same fee. This method enables families to budget a lower amount each month as opposed to paying a varying fee each month based on the academic calendar.

Cancellation/Refund Fee

If for any reason you need to cancel and withdraw from the program, the request **MUST** be made directly to the program supervisor. A \$20.00 refund/cancellation fee will apply for each month, for each child.

Administration of Medications/Sunscreens/Food Allergies

A child may not receive medication of any type while in the childcare program unless such medications are absolutely necessary and required by a doctor on a scheduled basis. If this is the case, we ask that parents follow the procedures listed below:

- Fill out a Medication Authorization Form, advising the Program Director of the amount and frequency of the dosage. The form can be obtained from a member of the Program Staff and must be filled out when you receive the form. This form can also be completed digitally via ePACT. Please note that no matter the method in which you choose to complete the form, the form needs to be completed by a physician.
- The medication must be in the original container with the pharmacist's label, marked with the prescription number, child's name and physician's name. You can request a second empty bottle from the pharmacist that has the same information. This way, you have a means of transporting your child's medication.

- At the end of the week, parents must take home any unused medication or give the Program Director permission to properly dispose of it.

Allergies to foods, chemicals or other environmental issues (such as nuts, pollen) must be listed in the “Allergies” section of the child’s information in ePACT. Please include any reactions and treatments of the allergies.

Child Safety/Fire & Emergency Drills

Every effort will be made to reach you and/or anyone you list on your child’s forms in the event of an emergency. If we are unable to reach any of the persons listed, we will take the necessary actions for the health and safety of your child. Should there be any changes in the emergency contacts, please update the respective information via ePACT. Updates made on ePACT with regards to your child’s health information will automatically be updated in our records.

Children experiencing minor injuries or illness such as; bumps, bruises, scrapes, and stomach upsets will be treated by staff members taking note of specifications on the child’s online emergency form. This online form is only accessible by staff, as such, parents will be informed of all care given to their child. Parents will be asked to sign the “Ouchy Log/Communication Report” acknowledging they have been informed of the child’s injury. If the child’s symptoms persist, parents will be asked to pick-up the child.

EMERGENCY PROCEDURES: In case of a major emergency (such as broken bones, puncture wounds, etc.), program staff will attempt to contact the parent/guardian first (if it’s life threatening, 911 will be called first). Parents may not be able to pick up the phone at the time program staff call. When returning the missed call, please state your name, your child’s name, and ask to speak to the program director to understand the reason for the missed call. Facility center staff who answer the phones may not have intimate details about the program or what is transpiring during an emergency. Please refrain from asking facility center staff for detailed information about your child as they are not informed of every situation or are best suited to answer your questions. Please ask to speak with the program director. Please be patient, as they may still be with the program and your child(ren).

Fire and earthquake/emergency drills will be performed weekly to ensure all staff and participants know the proper procedures to evacuate the buildings (where applicable).

Sick Child and Emergency Care

If a child complains of feeling ill or has a fever while in the program, program staff will isolate the child and call the parents to pick up the child.

In the event your child becomes ill or is injured while attending the after school club, staff will take the following actions:

1. The parent will be contacted to pick up the camper. If the parent(s) cannot be reached, the emergency phone number(s) listed in ePACT will be called.
2. Basic first aid will be applied to minor injuries, and the parent will be contacted if necessary.
3. For more serious injuries, staff will call the local paramedics. A staff member will remain with the camper at all times. Parents will be contacted immediately.

Note: Be sure we have at least two updated emergency contact phone numbers on file.

Child must go home for:

- Earache (if they have not been on medication at least 24 hours)
- Fever of 100.4° degrees or higher. Children may return when they have been fever free for 24 hours without the aid of fever-reducing medication
- Sore/Strep throat (if they have not been on medication at least 24 hours with a confirmed diagnosis of Strep throat)
- Stomach ache
- Anything contagious; i.e., chicken pox, hand, foot, and mouth disease, COVID-19
- Diarrhea/vomiting
- Contagious rashes or rashes of unknown origin
- Head lice, including visible nits.
- Pink eye (conjunctivitis) (if they have not been on medication at least 24 hours)

- Significant runny nose (discolored mucous)
- If an individual (participant or staff) has been exposed to a confirmed case of COVID-19 or has been diagnosed with COVID-19, they must follow the LA County Dept. of Public Health's guidance on isolation and return. [CLICK HERE](#) to view the guidance. The isolation and quarantine period follows the participant from one camp site to another. If the participant is asked to quarantine as a result of exposure or due to testing positive for COVID-19, the same participant may not return to any camp at any location until the respective time period ends.

Reporting Communicable Disease

Participants considered to be exposed or in close contact to a person who tested positive for COVID-19, participants who are awaiting test results, or participants who test positive for COVID-19, must inform the program director immediately, even if the participant is not attending program for the respective day/week.

Participants diagnosed with a communicable disease, infection, rash, or head lice must present a doctor's release before returning to program. For the safety and well-being of participants and staff, parents/participants must notify the program's supervisor of the situation at the time of diagnosis. Each program's supervisor is identified throughout this document.

The participant's group as well as other program participants exposed to the participant, will be notified (subject's name will not be disclosed) of the situation so that appropriate precautions may be taken. Listed below are several common situations and procedures to follow before returning to the program.

Head Lice - The participants must be NIT FREE in order to return to the program. If a participant has nit or lice – the program's supervisor will share the Department's policy on when and how the camper can return.

Conjunctivitis (Pink Eye) - Participants with bacterial conjunctivitis may not return to the program until the active infection passes or until 24 hours after treatment begins. Viral conjunctivitis requires a doctor's release stating the participant does not have bacterial conjunctivitis.

Chicken Pox - Participants with chicken pox may return to the program when all blisters have dried and formed scabs, approximately 7 days after the onset of the rash

Streptococcal Sore Throat - Participant may return to the program 24 hours after treatment begins, providing there has been no fever for 24 hours and antibiotics will continue for 10 days. Participants with a fever must be fever free for 24 hours before returning to the program.

COVID-19 – Participant must quarantine for 10 days after a positive COVID-19 test, and be free of any symptoms the CDC has indicated are symptoms of COVID-19 for 24 hours without the assistance of any fever-reducing medication. For other types not listed above, please reach out to the camp's supervisor for more information.

Face Coverings & Personal Protective Equipment

The City of Glendale will follow the guidance and protocols set by LA County Department of Public Health, and will adopt the respective changes (if any) made by the County's guidance. Some participants and staff must wear a face covering if they are recovering from COVID-19 or have been exposed, per the LA County Department of Public Health. Your program director will share updates for any COVID-19 related requirements via email.

Please see the LA County Department of Public Health Protocols for specific Camp guidelines. The City of Glendale will be reviewing this regularly, and following it. [CLICK HERE](#)

Participants are strongly encouraged to bring and wear a clean face covering daily. It is recommended that they bring an extra one in their backpack. Staff will make all efforts to ensure participants who choose to wear a face covering, to do so properly. Staff will offer the children breaks from wearing face coverings at socially distant times, and when the activities are creating difficulty breathing while wearing a face covering. Staff understand the difficulties in keeping masks on young children and will gently remind those who choose to wear a mask, to do so properly.

Discipline Policy

In order for our programs to operate in a safe manner it is important we set guidelines and limits for all participants. Praise and positive enforcement are used to establish an environment of good will. Our staff is tolerant and understanding but we will deal with disruptive behavior. Should a problem arise, staff will apply the following actions:

1st Offense:

Verbal warning. Student will be warned that the behavior is unacceptable and reminded what the proper behavior should be.

2nd Offense:

Time Away. Child is separated from the group and is given supervised away time which entails a break from the group or activity but within the supervision of staff. This is a time for the student to recollect and gather their thoughts. Then they will be asked to discuss the incident with a counselor.

3rd Offense:

Verbal warning, time away, and written reprimand with a follow up discussion with a parent or guardian at the end of the day.

If a camper receives **FOUR** written reprimands for non-violent behavior while enrolled in the child care program, suspension or expulsion from the program will occur, depending on the severity of the situation. The City reserves the right to dismiss any child whose behavior is unacceptable. ***Each situation is unique and appropriate action is taken accordingly. Participants displaying violent behavior or causing "physical" harm in any way to another child or staff will be removed from the program the same day of the incident, and may be removed from all future weeks, depending on the severity of the incident(s).**

BASIC CAMP RULES:

- | | | |
|---------------------------------------|--------------------------------|-----------------------------|
| 1. Be safe | 2. Listen to the counselors | 3. Use appropriate language |
| 4. Be respectful | 5. Keep your hands to yourself | 6. Use your words |
| 7. Wear your mask when asked by staff | | |

*The City of Glendale reserves the right to remove a participant from the program, with a pro-rated refund if applicable, if the participant's behavior becomes disruptive, violent, or inhibits the ability for staff and/or other participants to adhere to preventative measures related to COVID-19 as outlined in this handbook.

Special Needs Accommodations and Children with Disabilities Policy

The City of Glendale, Community Services & Parks Department will provide reasonable accommodations toward the inclusion of a participant. Please contact the program supervisor, a minimum of two weeks prior to the start of the program. Ample time is required to determine the needs of each request.

If an assistant accompanies your child, (a one-to-one aide), they will be required to complete a volunteer registration form and undergo a background/fingerprinting process prior to the child's first day participating in the program.

If your child has an IEP or 504 plan, please inform the program supervisor of the accommodations as they are specified in the plans.

Edison After School Club

Sevag Garabetian

(818) 548-3773

PacificCC@glendaleca.gov

Snacks

The Community Services & Parks Department, in partnership with the Glendale Unified School District's Food Services Department, is pleased to offer a daily nutritious snack for your child while attending Edison After School Club.

Please be advised that the City of Glendale has adopted an ordinance preventing the distribution of single use plastics during City programs or events. Staff will not be able to provide plastic utensils to any participant. We encourage participants to use reusable food ware and utensils, but remember, these should not be valuable items and parents should not be concerned with the cost of replacing these items if a child loses them, forgets them, or accidentally disposes them after use.

Participants will need water, so please pack enough to last them the full day at school and through the after school program. We encourage refillable water bottles which may be refilled at water fountains. If you don't want your child to drink water from a fountain, please plan respectively and send enough water to last for the day.

Please notify program staff of any food allergies using the designated forms.

Non-Discrimination Policy

The City of Glendale is committed to providing an environment that is free of discrimination, harassment, and retaliation. In keeping with this commitment, the City maintains a strict zero-tolerance policy prohibiting discrimination, harassment, and retaliation. This commitment includes the protection of all employees, volunteers and participants from such discrimination or harassment by fellow employees, the general public, participants or parents, or other non-city individuals, when directed towards city employees or participants at the camp sites. This policy includes any conduct that has the purpose or effect (regardless of intent) of substantially interfering with performance or that creates an intimidating, hostile or offensive environment.

For employees, this policy also applies to non-work hour conduct during attendance at any activities, where such activities are either expressly or impliedly sanctioned, sponsored, organized or hosted by the City of Glendale. Statements, actions or conduct in violation of this policy are prohibited regardless of whether they are physical, verbal or visual.

Conduct need not rise to the level of a violation of the law to violate this policy.

Discrimination and harassment are prohibited on the basis of the following "Protected Categories and Activities" under state and/or federal laws:

- Race, Color, or Ethnicity;
- National Origin or Ancestry;
- Religion;
- Physical or Mental Disability;
- Medical Condition (including cancer, a record of cancer, and genetic characteristics, diseases, disorders, or other inherited characteristics);
- Marital Status;
- Sex (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth);
- Gender (including transgendered persons, gender identity, and gender expression);
- Age (40 and above);
- Sexual Orientation (including heterosexuality, homosexuality, and bisexuality);
- Genetic Information;
- Opposition to harassment;
- Association with a person that has any of the protected characteristics;
- Perception that a person has any of the protected characteristics.

HARASSMENT DEFINED – For the purpose of this policy harassment includes, but is not limited to:

- derogatory epithets related to the protected categories set forth above;
- display of derogatory visual or written material;
- repeated and unwelcome sexual advances or requests for sexual contact;
- threats or promises made, or actions taken, wherein submission to, or participation in, sexual or other inappropriate conduct is made expressly or impliedly a term or condition of employment or is used as the basis for disparate employment decisions;
- any statements, actions or conduct that is believed to be in violation of this policy, when a violation is found to exist.

DISCRIMINATION DEFINED – Unfavorable or disparate treatment in the workplace, which is based on the protected categories or activities set forth above.

POLICY ENFORCEMENT – The City of Glendale has zero tolerance for any conduct that violates this policy. Employees who violate this policy are subject to disciplinary action up to and including removal from employment with the City. Participants or parents violating this policy will be removed from the program and a pro-rated refund will be provided, if it is applicable.

Other persons (i.e. clients, **patrons**, vendors, etc.) who violate this policy may be subject to denial of services or other appropriate actions intended to curtail statements, actions or behaviors prohibited under this policy.

REPORTING VIOLATIONS OF THIS POLICY – Any individual who becomes, or believes he/she has become, the subject of statements, actions or conduct prohibited by this policy, or who has direct knowledge of any such violation of this policy is encouraged to promptly report the incident(s) to appropriate City officials, including but not limited to:

- the complainant's (participant's) parent or guardian;
- the complainant's (employee's) immediate supervisor (camp supervisor); and/or
- any member of the management team.

Reporting Suspected Child Abuse

To ensure the well-being of the children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse to the proper authorities. All employees are mandated reporters. We may be subject to criminal penalties if we fail to report such possible harm. Staff is not allowed to comment to parents, other staff or any other persons on the subject of reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. Child abuse investigations will be performed by County of Los Angeles Department of Children and Family Services.

Volunteers Working in Day Camp Programs

Volunteers who are assigned to work during Edison After School Club, must go through a preplacement interview and undergo the City's Volunteer Registration Process which includes a LiveScan and background check.

Staff Information

It is best to resolve issues with the immediate site supervisor. Please reach out to Sevag Garabetian at (818) 548-3773 or via email PacificCC@GlendaleCA.gov with your questions or concerns.

All staff:

- have completed a background check and fingerprinting
- are trained in CPR and First Aid safety procedures
- are properly trained in child abuse prevention and mandated reporting
- are trained in conducting fun camp activities
- are friendly, patient and caring
- love working with children
- possess positive attitudes

It is against City policy for staff to accept gratuities or gifts. We appreciate the gesture and your thoughtfulness. Should you make an offer to recognize our staff with a gift or gratuity, staff will not be able to accept it. Please do not be offended.

Staff/Participant Ratio

- Our child care programs are sufficiently staffed to meet needs of and promote the physical, social and emotional development of children. The ratio is 1 camp counselor to 15 children.

How to Prepare for Program

What to Wear – Your child should be dressed comfortably for the day. Shorts, t-shirts, socks and sneakers are recommended. For their safety, please do not send your child in sandals, flip-flops or jellies. Heely's are NOT permitted at camp. On chilly and/or rainy days please send your child with a labeled sweatshirt, jacket or rain coat.

What **NOT** to bring to Program

- Electronic devices
- Gum or candy
- CD players, Handheld Video Games, iPods
- Personal toys and sports equipment
- Toys (Including fidget spinners or fidget cubes unless child has an IEP or 504 Plan)
- Money (with the exception of excursion days for your site).
- Valuable property
- Cell phones*
- Lunch that needs to be refrigerated and/or heated

Please label your children's belongings with their first and last name. There will be a lost and found, however, we are not responsible for camper possessions that are lost or stolen. Items not claimed from the lost and found by the end of each month will be discarded.

*If a child brings a cell phone, it may only be used for calls to parents in case of an emergency. Phones will not be permitted to be used during program hours for games, texting, social calls, music, or other uses outside of calling parents.

Pick Up and Signing Out

Pick-Up will be in the Pacific Community Center's lobby daily until 4:45 p.m. Children who haven't been picked up by 4:45 p.m. will be escorted by program staff to the Pacific Avenue Education Center located across the street. Parents can resume pick up after 5:00 p.m. from the PAEC campus through GUSD's CDCC staff.

Only persons listed on the child's pick-up list will be able to pick-up a child and sign out.

Hours and Days of Operations

Edison After School Club will operate when school is in session, from school dismissal until 5:00 p.m. For children not picked up by 4:45 p.m. please see the section above. The program will not operate on school holidays, professional development days or any other day school instruction is not provided to your child.

Communicating with Your Child During Program Hours

If you need to communicate with your child while in the program, communication must be done directly between the parent and child, unless it is an emergency. Parents are not to call the front desk and leave a message with staff requesting a call back from the child.

If there is an emergency and you need to communicate with your child during the hours of day camp, please call the Edison After School Club phone directly (program phone number is located on the front, top right hand corner of the weekly calendar). Phone calls are for emergencies only. If the camper needs to contact parents, counselors will call parents and allow camper to speak to parent. Thank you for your consideration.

Vending Machine Use by Participants

Participants will **NOT** be allowed to purchase items from the vending machines.

Bathroom Policy

In order to provide a safe place for all the participants in our childcare program, there will be timed group bathroom breaks. During the duration of the program, school restrooms will be the primary restrooms that participants will be provided access to. Program staff will take the participants to the restroom.

In the event public restrooms in the community center must be used when taking the participants to the restroom as a group or for individual needs, program staff will check each restroom stall in the public restroom ensuring that there aren't any public patrons inside the restroom. Once it is clear, the participants will enter the restroom while program staff stay outside the door ensuring that other patrons do not enter until the participants have exited the restroom. The participants are then escorted back to the group by staff. If a restroom is unavailable, program staff will take the participants to an alternate restroom on site, if available. Staff will enforce proper handwashing techniques after each restroom trip.

In the event public restrooms in the community center must be used, program participants cannot be given priority for the use of the restroom over the general public. The general public has the same right to use the restroom as Edison After School Club participants and our program staff. Staff will ensure there is not contact between the public and campers during restroom breaks.

PLEASE NOTE: All program participants must be fully toilet trained. A child is considered to be toilet trained when he or she initiates going to the bathroom and can adjust clothing necessary to urinate or have a bowel movement without adult assistance and able to clean themselves after the respective use of the restroom.

Group Assignments

Program participants will be divided into groups of no more than 30 children to 2 counselors maintaining the 15 children to 1 counselor ratio. To the best extent possible, groups will remain static with the same counselor(s) and children all week. Groups will be based on student dismissal times.

Participants will be informed of their group number, group name where applicable, and the camp staff responsible for their group on the first day of camp.

Bringing Treats, Cup Cakes or Cakes, Ice Cream, and like foods to Camp

In consideration of participants that might have food allergies, we do not allow parents to bring treats for all of our participants to share.

Additional Information

We have an open door policy for the parents of all participants. However, the safety and security of your child is our primary concern and we are not always at our desk to assist you. Throughout this document, we have shared with you the site supervisor's name, email address and phone number. Please contact the site supervisor if you have any questions or concerns.

While we look forward to assisting you with any questions or concerns you may have, please understand that our priority is the safety and security of the program participants. We make every effort to create office hours and time behind our desk however, we cannot promise we will be able to return your call or email immediately. Please understand that our participants come first and we will respond to emails and voicemails, within 48 hours.

Parents are not allowed around the child care program area or to watch activities from afar. All adults allowed to be around your child(ren), have gone through and completed a background check and fingerprinting, received CPR and First Aid safety procedures training, and are properly trained in child abuse prevention and mandated reporting. In the eyes of our participants, you are a stranger. We want all participants to feel safe and secure while participating in Edison After School Club.

We are very excited and we look forward to introducing your child to new friends and form new memories to last a lifetime.

**Thank you for choosing the City of Glendale's
Community Services & Parks Department's Edison After School Club.**