

**2020 YWCA Remote Learning Center**

**Student Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Child’s Age**: \_\_\_\_\_\_\_ **Grade**: \_\_\_\_\_\_\_\_\_

Student Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#1 Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#1 Guardian Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#2 Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#2 Guardian Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Name/Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you or anyone in your family have any symptoms of a respiratory infection (e.g., cough, sore throat, fever or shortness of breath)? Y\_\_\_N\_\_\_

Does your child have any health conditions that would put them in the high-risk category for COVID19 severe conditions? Y\_\_\_N\_\_\_

**Program Structure**

Each student will be assigned a group and a staff person. Each group has a schedule to follow on a daily basis. Groups will not interact with other groups and will have specifically assigned program space. Daily schedules may vary given remote learning activities required by specific school and class schedules.

**Drop Off Procedures:**

1. Drop-Off is from 7:30 - 8 AM. If you need to make a drop-off outside of this time, you will need to make arrangements directly with the Site Director.
2. If a staff member is not awaiting your arrival outside, parents/guardians should honk to announce that they are with their child(ren) on the sidewalk awaiting permission for the child to enter the Center.
3. Parents/guardians should wait in their car if they see another family at the door for entry, then approach once entry is clear.
4. YWCA staff will record the child’s temperature and mark a checklist for respiratory symptoms, including time, date, and the parent/guardian who transported the child to the Center.
5. Child(ren) are then directed to where they wash their hands following the CDC protocol and sent to their designated program area.

**Pick Up Procedures**

1. Parents/guardians will be given a pick-up placard that should be displayed in your front window at pick-up.
2. Parents/guardians should park near the designated entrance to help with verification and safety for the release of your child. Call the front desk upon arriving in the YWCA parking lot.
3. You will be asked to identify yourself with a code number. (Four Digit Authorization Code established on YWCA Membership Form). It is important for anyone who is listed as an emergency contact to know your code number. Children will not be released to an individual who does not know the code number.
4. You must be visible to staff through designated entry doors, but should not come inside. Once staff have a clear view of you, they will walk your child(ren) to the door to be released into your care.
5. Staff will monitor your child until they arrive in your vehicle.

**Late Pick-Up Policy**

There is a $10 late fee for those children who are not picked up by 5:00 p.m. After 5:15 p.m., there will be an additional $1.00 for each minute thereafter. Given the limited capacity of the staff and the undue burden late pickups will cause, this policy will be strictly enforced. We sincerely appreciate your understanding.

If an emergency situation arises preventing the parent/guardian from picking up the child(ren) prior to closing time, it is the responsibility of the parent/guardian to coordinate alternate arrangements for pick up and to contact YWCA staff to let them know who will be picking up the child(ren).

**Eligibility Check-List**

The purpose of this document is to promote positive and clear communication between staff and parents/guardians about enrollment for YWCA Remote Learning Center. In order to support the success and safety of all individuals registered and participating at the YWCA, it is important that participants are indeed “Center ready”. To assist in determining if your child is "Center ready," the following criteria have been developed:

* Youth is able to participate in Center programs independently or with minor accommodations.
* Youth is between grades 1 - 8.
* Participants are able to use the restroom independently or with minimal verbal prompting.
* Youth is able to take direction and instruction from a staff person.
* Youth is comfortable with, and able to interact in a group environment. Youth can successfully participate in a group with an adult to child ratio of at least 1 to 10 (one adult to every ten youth)
* Youth interacts and participates in programs in a manner that is physically and emotionally safe for themselves and others.
* Youth does not require physical intervention for redirection, direction, assistance, or for any other reason.

If you believe that your child may not be ready, or have questions about the above, please feel free to schedule a meeting with the Site Director for clarification.



**Parent & Guardian Acknowledgements & Agreements for Participation in Remote Learning**

*Please* ***initial each line*** *to show that you agree and understand. The directing staff will gladly answer any questions related to our agreements.*

\_\_\_\_\_\_\_\_\_\_ I understand in the event that my child is symptomatic (cough, sore throat, fever of 100.4 or above or shortness of breath), YWCA staff will call for me to come pick my child up as soon as possible. My child will remain in isolation until I arrive for pick up.

\_\_\_\_\_\_\_\_\_\_ I must disclose to YWCA staff if I or anyone in my household has been exposed to the virus or are symptomatic.

\_\_\_\_\_\_\_\_\_\_ If my child is removed from the program due to being symptomatic, they are not allowed to return until they are cleared by a neutral medical professional.

\_\_\_\_\_\_\_\_\_\_ I understand at any given time, under the recommendation of the health department or medical professionals, the YWCA may discontinue services to ensure the safety of its staff and members.

\_\_\_\_\_\_\_\_\_\_ I understand that the YWCA is not able to guarantee that my child will not come in contact with another remote learning participant.

\_\_\_\_\_\_\_\_\_\_ I agree to follow proper precautions at home to prevent transmission (i.e., maintain a small social circle, regular handwashing, washing clothes immediately after arriving at home.)

\_\_\_\_\_\_\_\_\_\_ I understand and agree to follow the drop off/pick up procedures in order to maintain the health and well-being of all involved with remote learning center.

\_\_\_\_\_\_\_\_\_\_ I understand the late pick-up policy and know it is my responsibility to contact YWCA staff to let them know if I am running late. It is also my responsibility to make arrangements for my child to be picked up on time if I am unavailable.

\_\_\_\_\_\_\_\_\_\_ I understand that all meals, snacks and a reusable bottle should be sent each day with my child and the YWCA is unable to provide food or drink outside of a water refill.

\_\_\_\_\_\_\_\_\_\_ I understand that if my child does not comply with social distancing rules or cannot maintain boundaries, I will be called to pick up my child immediately and they will not be allowed to participate in this program.

\_\_\_\_\_\_\_\_\_\_ I understand that staff will accommodate eLearning requirements and expectations as much as possible and I agree to provide schedules and teacher emails/information to assist my child’s learning.

\_\_\_\_\_\_\_\_\_\_ I understand that the YWCA Remote Learning Center is a license exempt facility and is not licensed or regulated by DCFS.

\_\_\_\_\_\_\_\_\_\_ YWCA Remote Learning Center is not an educational instruction program and therefore is unable to meet the educational supports required by IEP’s and 504 plans. Please contact your school district in regards to all IEP and 504 plan requirements.

\_\_\_\_\_\_\_\_\_\_ I understand that my information, and my child’s information will be kept confidential and will not be disclosed to another party.

Having read the YWCA Remote Learning Center Acknowledgements and Agreements, I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(printed full name), now sign my name as verification that I fully understand and support each item.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/ Guardian Signature Date**

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**Parent/ Guardian Signature Date**