



**Parent Communication**  
**Date: July 7, 2020**

**Topic Area:** After School Enrichment Programs: PLACE, Beyond the Bell, STAR Academy, Delta Academy & Explorations

**Contact for this Topic:** Mary Grey, Director Office for After School Enrichment Programs

**What you can expect from the ASEP program at your school** (PLACE, Beyond the Bell, STAR Academy, Delta Academy & Explorations):

The health and safety of all our students and staff is our top priority. Therefore, all ASEP (PLACE, Beyond the Bell, STAR & DELTA Academies, Explorations) will be following the Center for Disease Control (CDC) guidelines for COVID-19 and will implement the following safety measures for our programs. We will continue to monitor government and CDC guidelines and adjust as needed.

**ASEP- Site Staff:**

- All ASEP site staff have been provided Health and Safety training prior to the new school year.
- All district employees utilize a self-screener to assure health and wellness before reporting to work each day.
- Staff will wear a cloth or disposable face mask while at work following district and CDC guidelines.

**Staff to Student Ratio**

- All ASEP programs will operate on a 1:20 ratio.
- Students will be grouped by grades (where possible) and assigned to a staff member.
- Students will move together and participate in activities as a group.
- Mixing of groups will be limited.

**ASEP- Drop Off/ Pick Up Procedures**

**Drop Off**

- Parents will not need to leave their car for drop off. Follow the signs to the designated drop off/pick up area at the school. An ASEP staff member will meet families at this area and check the students in each day.
- Each day of the week student screening will occur curbside using the district approved student screener.
- If student is cleared for entry to the program, they must wear a cloth or disposable face mask during program participation and transitions.

**Pick Up**

- Parents will not need to leave their car for pick up. Follow the signs to the designated drop off/pick up area at the school. Upon arrival, the parent will call the ASEP program office and a staff member will bring the student to the pickup area.

**Meals/Snacks**

- Students will wash hands before participating in any meal/snack time.
- Staff will wash hands and wear gloves for distribution of food items.
- Snack areas will be sectioned off to allow for proper social distancing, with utensils and napkins provided.
- Share bins for meals will not be utilized.
- Sharing of food will be prohibited.

**Program Set-up**

- Program will operate in the elementary cafeteria, media, other large space if needed, and outdoor play areas as appropriate, based on the number of students enrolled.
- Middle school programs will utilize assigned spaces to include portables, indoor classrooms, media, cafeteria and possible computer labs. Social distancing will be encouraged throughout the program.
- To ensure safety and student wellness the program design will adhere to CDC guidelines.
- Materials and supplies provided within the program will also be modified to meet these guidelines.

### **Cleaning Procedures:**

- Utilizing sanitizing products provided by each schools' custodial department, the schedule of cleaning and sanitizing will be increased for all areas used during the PLACE, Beyond the Bell, STAR & DELTA Academy, Exploration hours.

### **What you can do to support your student while enrolled in the ASEP program:**

#### **Meals and Snacks**

- Provide a nutritious snack for their student daily
- Provide food allergy information to the site management.

#### **Tuition & Fee Payment**

- Follow tuition and fee payment procedures.
- Utilize the myprocare.com contactless payment option.

### **What you can do to support the health and wellness of your student, their peers and program staff:**

- If your student is displaying symptoms of illness, please keep them home.
- Assure your student has his/her face mask to wear daily.
- Wash reusable cloth masks daily.
- Talk with your student about wearing masks, social distancing, and proper hand hygiene.

### **Additional General Information**

- Allow extra time for drop off or pick up each day.
- Be patient as the new processes are implemented.
- Encourage positive student behavior.
- Let the teacher/school know your student is enrolled in the program.
- Speak to a member of management for additional information, clarification or questions.

### **FAQs**

**How will PLACE keep students socially distancing if they are all in the cafeteria?** All programs will operate on a 1:20 ratio with reduced capacity. Students will be grouped by grades (where possible) and assigned to a staff member. Students will move together and participate in activities as a group. Mixing of groups will be limited. Program may utilize additional areas within the school to reduce the number of students in any one space to allow for proper social distancing.

**If students that attend the morning PLACE program fail the screener and are denied admittance to PLACE, will they still be able to come to school?** The student screener only applies to PLACE and therefore if denied admittance, it is highly encouraged that you also keep your student home from school and/or seek guidance from a medical professional.

**Will PLACE be able to keep the school day cohort of students the same while in PLACE?** No, because not all students in each class are registered in PLACE. Therefore, it will be difficult to maintain the same class grouping but most groupings will be by grade level where possible and students will be required to wear cloth or disposable face masks while participating in the program.