



# 2020 Remote Learning Camp Parent Information Guide

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**Sponsor:** Carmen Murrell, Recreation Supervisor I

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**Approved by:**

Mary Reidy, Recreation

Superintendent

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## Program Overview

Shoreline's Fall Remote Learning Camp is a great option for working parents of children in Kindergarten to 5<sup>th</sup> grade in the Shoreline School District. Weekly camps will operate out of the Spartan Recreation Center and are led by City of Shoreline staff.

Remote Learning Camp provides kids with a safe place to learn, socialize, and recreate in a small group setting. Camp will look different than our traditional summer camp program, with the primary focus being on learning. Campers will follow the Shoreline School District remote learning schedule and have WIFI access to connect personal laptop computers, allowing them to participate fully with their classroom and teachers.

During non-school times, City of Shoreline staff will lead campers in Science, Technology, Engineering, and Math (STEM) projects, arts and crafts, and physical education activities. Campers will also have recess time - both indoors and outdoors - as weather permits.

Please note that while City of Shoreline staff are trained recreation specialists, they are not trained educators like the teachers of the Shoreline School District. Staff will make every effort to help campers connect and engage in remote learning but cannot offer individual instruction with schoolwork and cannot guarantee that all schoolwork will be completed. Educational accommodation or related aid requests will continue to be addressed by the Shoreline School District.

Campers are required to bring their own remote learning support device (e.g. laptop computer, I-Pad) and are responsible for the device throughout the day. Devices are not to be left onsite overnight. A Remote Learning Camp Authorization for Access to the City of Shoreline's Network acknowledgement form must be signed and submitted prior to the start of camp for each camper (Addendum 4). This form includes Network Access Rules that are based on the Shoreline School District's Access Rules.

## Mission Statement & Objectives

### Mission Statement

The City of Shoreline Recreation and Cultural Services Division supports developing community through recreational and cultural activities that work to ensure everyone can engage both creatively and physically, regardless of economics, ability, age, or location.

### Objectives

Shoreline's Remote Learning Camp is focused on providing the safest possible setting for your camper to explore and grow. It is our goal that each camper remains safe and healthy so that they can:

- Engage in the Shoreline School District's online learning in a safe environment
- Make friends and build social skills
- Learn new skills
- Share what they learn through culminating events and reflections
- Challenge themselves to take on leadership roles

## Registration

### Enrollment Requirements

All campers are required to be enrolled in the Shoreline School District and participating in daily remote learning in order to attend this program. For those entering Kindergarten, participants must have completed pre-school in order to help make their transition to an all day program successful.

### Pro-Rating Camp Fees

Camp fees are based on one week of program. If your camper will miss one or more days within that week, the City does not pro-rate the camp fee. All campers will be charged for the full week whether they attend the whole time or not.

### Waiting Lists

If a camp is full prior to your registration, you can add your camper to the waiting list at no charge. City Staff will contact you if a spot becomes available. At that point, if you choose to register, the camp fee will be due in full.

### Special Accommodation Requests

Upon request, the City of Shoreline will provide reasonable accommodations for campers to access the non-school time activities provided by the City as part of the Remote Learning Camp.

The Shoreline School District is responsible for all education-based accommodation requests. Requests for reasonable accommodations can be made by contacting the Spartan Recreation Center at 206-801-2600 **at least three weeks prior to the first day of camp.**

### Remote Learning Camp Refund/Cancellation Policy

#### Partial Refunds:

Refunds for camps requested **by the close of business 14 calendar days prior to**, and not including the first day of camp, will be subject to an administrative fee of \$50 for each weekly camper registration.

*(Example – withdraw from a Monday camp by **4:30 p.m.** on the Monday 2 weeks prior.)*

#### No Refunds:

No refunds will be issued for requests received **less than 14** calendar days prior to, and not including the first day of camp.

## Camp Payment Plan

#### Option 1:

Pay in full at the time of registration.

- Register for camps online, in person, or over the phone if space is available.
- Once you register for a spot in a camp (not placed on a wait list) you can pay 100% of the registration fee at that time.

## Option 2:

Payment plan option. Pay \$50, nonrefundable deposit, per camp per child at the time of registration. The remaining balance will be due before the start of camp (see the schedule below).

1. Register for camp online or over the phone.
2. After you complete the online liability waiver you will see an option to choose "Payment Plan."
3. Add a credit/debit card number which will be securely stored for future withdrawals. It is your responsibility to ensure this card is active and valid.
4. The remaining balance will be automatically withdrawn on the date specified in the table below depending on the camp start date.
5. If you need to stop the automatic payment or change/update the credit/debit card information, please do so **at least 7 calendar days prior** to the payment withdrawal date.

Camp Start Date	Payment Withdrawal Date	Last day to withdrawal from Camp to receive refund minus \$50.00. (Mondays by Close of Business)
Monday, September 14, 2020	due at registration	N/A
Monday, September 21, 2020	due at registration	N/A
Monday, September 28, 2020	Tuesday, September 15, 2020	Monday, September 14, 2020
Monday, October 5, 2020	Tuesday, September 22, 2020	Monday, September 21, 2020
Monday, October 12, 2020	Tuesday, September 29, 2020	Monday, September 28, 2020
Monday, October 19, 2020	Tuesday, October 6, 2020	Monday, October 5, 2020
Monday, October 26, 2020	Tuesday, October 13, 2020	Monday, October 12, 2020
Monday, November 2, 2020	Tuesday, October 20, 2020	Monday, October 19, 2020
Monday, November 9, 2020	Tuesday, October 27, 2020	Monday, October 26, 2020
Monday, November 16, 2020	Tuesday, November 3, 2020	Monday, November 2, 2020
Monday, November 23, 2020	Tuesday, November 10, 2020	Monday, November 9, 2020
Monday, November 30, 2020	Tuesday, November 17, 2020	Monday, November 16, 2020
Monday, December 7, 2020	Tuesday, November 24, 2020	Monday, November 23, 2020
Monday, December 14, 2020	Tuesday, December 1, 2020	Monday, November 30, 2020

## Operating Days/Hours

Monday, Tuesday, Thursday, Friday: 8:30 a.m. – 5:00 p.m.

Wednesday: 8:30 am – 2:00 pm

## Late Fees

To avoid late fees, please pick your child up on time. A late fee of \$10 per child per day for each 10-minute increment will be charged if campers are picked up after the end of their camp day until 5:30 pm. After 5:30 pm, the fee goes up to \$20 per child per 10-minute increment. Late fees can be paid by calling Customer Service at 206-801-2600.

Example: Camps end at 5:00 p.m. Late fees will be added to your account as follows:

Camper is picked up at:

- 5:05-5:15 p.m. = \$10 late fee per child
- 5:15-5:25 p.m. = \$20 late fee per child
- 5:25-5:35 p.m. = \$35 late fee per child
- 5:35-5:45 p.m. = \$55 late fee per child
- 5:45-5:55 p.m. = \$75 late fee per child

## What will a day of camp look like?

The City of Shoreline will operate the camp in compliance with procedures and protocols developed by public health authorities. These procedures and protocols are based on information from the following public health authorities:

- Washington State Department of Health  
<https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020COVID19/ChildCare>
- Seattle/King County Department of Health  
<https://www.kingcounty.gov/depts/health/covid-19/schools-childcare.aspx>
- U.S. Center for Disease Control (CDC)  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- World Health Organization (WHO)  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

## Camp Size and Structure:

- Camps shall be limited based on the size of the room.
- Camp Sessions are for one (1) week each.
- The Groups will remain static throughout the entirety of the Camp Session; that is, no mixing of campers or staff between Groups. Staff will only be substituted when critically necessary, as in the case of illness or absence. All reasonable efforts will be made to keep each Group static throughout the camp session.
- Each Group will have a designated restroom for the Camp Session
- All Staff and campers are required to wear masks unless eating or drinking.

## Healthy Hygiene Practices

- The City shall prominently display posters on preventing the spread of COVID-19, including handwashing, social distancing, and wearing a mask. Posters about proper handwashing should be placed near sinks.
- Staff shall teach, model, and reinforce the recommended methods for preventing the spread of COVID-19 including handwashing, face coverings, and social distancing.
- The City shall maintain an adequate supply of cleaning supplies. Staff shall routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched throughout the day.
- Hand sanitizer shall be available at the building entrance and in each camp Group room; Staff shall supervise campers to prevent misuse/ingestion.
- All campers are required to bring their own water bottles and lunches.
- Lunch times shall be eaten with members of each Group socially distanced from each other and Staff. Staff should ensure campers wash hands prior to eating lunch or snacks.
- After the end of each camp day, the entire facility, including restrooms, will be cleaned by approved custodial staff in accordance with City cleaning policies and CDC guidelines.
- The City shall provide masks only for City Staff. Unless a medical condition prevents it, all Staff and campers shall always be required to wear masks, indoors and outdoors, except when eating or drinking.
- Campers and Staff will be given the option of using masks that they provide themselves. All self-provided masks must meet the most recent CDC and Washington State Department of Health standards for COVID-19.

## Social Distancing

- Staff shall teach and model social distancing, creating space, and avoiding unnecessary touching, in an age-appropriate manner.
- Staff will have walky-talkies to communicate Group movement throughout facilities to ensure Groups are not in the hallways at the same time.
- Program schedules will be clear and discrete to ensure no overlap between Groups in the usage of common spaces such as gymnasium.
- Room set-up, games and activities will be structured to ensure social distancing of at least six (6) feet.

## Parent/Guardian Drop-Off and Pick-up

- Parents/Guardians will not be allowed in the building. Pick-up and Drop-off times will be coordinated at different building entrances outside the building.
- The City will set up hand hygiene stations at the entrance to all sites. These stations will be supplied with hand sanitizer for campers to use prior to entering the building.
- Pens will be provided on a single use system (separate containers for unused and used) for sign-in/out, however parents are encouraged to bring their own pen for use at sign-in stations. Sanitary wipes shall be provided by the City for City Staff to clean pens after a single usage.
- Camp start/end times will be coordinated at different building entrances to prevent large groups from gathering.
- Authorized persons may pick a camper up or campers may sign themselves out at the completion of camp only if the Authorization to Release Child form is completed and signed by the parent or legal guardian. City Camp Staff cannot release a child without the parent's or guardian's permission.
- If a parent, legal guardian, or authorized individual arrives at a camp facility in an incapacitated condition (i.e. alcohol, drugs) for pick-up of a child, City Staff, in their sole discretion may determine not to release the child to the incapacitated individual. City Staff will offer the individual options regarding release/transportation of their child. Options include calling the other parent or calling a person on the child's emergency contact list. If the incapacitated individual cannot agree to an option and a reasonable conclusion cannot be reached, the individual will be advised that either the Shoreline Police or Child Protective Services will be called.

## Limit Sharing

- Each camper will be given all their supplies for the week (e.g. art supplies) in a container with their name on it and they will store this container onsite for the week. Campers are not allowed to share supplies.
- All decks of cards, books, etc. will be laminated and cleaned and disinfected at the end of each camp day.

## Staff Training

- All Staff shall be trained on new protocols and procedures for COVID-19.
- Training will be done in-person in small groups and virtually with videos and zoom meetings prior to the start of the camp season.
- The City of Shoreline training materials will be supplemented with new protocols and procedures as they are developed by public health authorities, as will the Remote Learning Camp Parent Handbook.

## Monitoring Staff and Campers for signs and symptoms

- Staff shall communicate with parents/guardians the importance of keeping a camper home if sick.
- Staff shall be screened every day for signs and symptoms of COVID-19.
- Staff shall ask parents/guardians to screen their child before coming to camp for signs and symptoms of COVID-19.

- A form acknowledging that the parent/guardian has checked for CDC-defined signs and symptoms and determined the camper is symptom free is required each day. Recommend that parents/guardian print out and sign the symptom assessment sheet before coming to camp. Remind parents/guardians that this assessment must be completed on a daily basis or the camper will not be permitted to attend camp.
- If a parent/guardian has not screened their child before coming to camp, Staff should visually inspect the camper for signs of illness wearing a mask and gloves if Staff cannot maintain a distance of at least six (6) feet. Staff may use a thermometer to check temperature during this inspection.
- In case a camper or Staff member displays symptoms during the camp day, a separate isolation area will be identified at the camp location where the camper/staff can stay until parent/guardian arrives (camper), or until safe transport home can be arranged (staff). The gymnasium will be used to isolate as they are the 'open areas' for programming and can be left vacant if needed.
- If a camper/staff has been isolated, Staff or an authorized janitorial service shall clean and disinfect the entire area after the camper/staff leaves.
- Back-up Staff who are trained and able to step in to assist for the remainder of the session will be available if required.
- A camper or Staff may not return to camp until the CDC criteria for discontinuing home isolation have been met (e.g. 72 hours without a fever, two negative tests, 10 days have passed since first symptoms).
- Implement a reporting procedure for when a camper or Staff exhibit symptoms or receive a positive diagnosis.

## Contact Tracing

- Staff shall maintain a daily log of the members of each Group.
- Parents/Legal Guardians should immediately notify the City if their child tests positive for COVID-19.
- Staff shall not disclose the identity of the infected individual; Staff may only state that an individual has tested positive.
- City Staff will cooperate with Seattle/King County Department of Health in any contact tracing investigation, including providing any information permissible by law.
- Any information provided to Seattle/King County Department of Health is used only by public health professionals and is confidential. *It will not be shared.*

## Medication

Campers may bring medications to camp. They are responsible for holding onto and administering their own medication, including Epinephrine Auto-Injectors (EA-I). If your child has a prescription for an EA-I, please fill out a 2020 Epinephrine Auto-Injector Authorization and Waiver of Liability (Addendum 1) and turn it in to the Program Director prior to or at the first day of camp. Campers will keep their EA-I in their backpack and keep their backpack with them at all times. City Staff will place a yellow identification tag on the backpacks of campers with an EA-I.

## Accidents/Emergency

Safety is our primary concern in all City of Shoreline programs. In the event of a medical event, City Staff will either call 911 or contact the parent/legal guardian listed in contacts, depending on an assessment of the severity of the situation and per the COVID guidelines included in this handbook. If the parent or legal guardian is unable to be reached, City Staff will call the emergency contact(s). If City Staff is still unable to reach a parent, legal guardian, or emergency contact, 911 will be called to provide medical attention as necessary.

If it is deemed a serious medical event and professional medical care is required, 911 will be contacted first, followed by contacting the parent/legal guardian. It is important that the City of Shoreline has the most up-to-date information on file to be able to reach you and/or your emergency contacts. Please notify the City right away if there are any changes or updates to phone numbers and/or addresses.

The City of Shoreline does not incur the cost of medical treatment. All costs will be the sole responsibility of the parent or legal guardian.

## General Camp Guidelines

### Camper Expectations

All campers are expected to act with CARE while at camp. In addition, all campers are expected to abide by all COVID 19 related guidelines and protocol, specifically the wearing of masks and appropriate social distancing.

**C** - Cooperation with staff and others

**A** - Acting responsibly and safely

**R** - Respecting yourself and others

**E** - Encouraging each other

“CARE” guidelines and expectations are reviewed with campers at the beginning of each week and campers are encouraged to implement these behaviors throughout the session. These guidelines are based on the City of Shoreline Parks, Recreation and Cultural Services (PRCS) Code of Conduct. City Staff will model these behaviors by emphasizing positive, age-appropriate techniques that will not only encourage appropriate behavior but establish clear expectations. Every camp participant will be held to these expectations and all staff will abide by the adopted Procedure for Handling Disruptive Behavior (Addendum 3).

### Code of Conduct

The City of Shoreline promotes an atmosphere of harmony and understanding at its facilities, programs and events and requests participants and spectators to observe a code of conduct. It is expected that people will act consistent with the conduct listed below when visiting a City facility or participating in a City program:

- Respect the rights and privileges of all persons always.
- Use language and behavior that shows respect for everyone (no swearing, derogatory slang, harassment, threats, offensive remarks, discrimination).
- Refrain from conduct that disrupts any program, class or event.
- Respect the facility and park grounds.
- Resolve conflicts without fighting.
- Be drug and alcohol free.

## Communication

### Communication with City of Shoreline Staff

City Staff will regularly communicate with parents/legal guardians to support the success of every camper. All communications should be done via phone at (206) 801-2600 or email [Shorelineparks@shorelinewa.gov](mailto:Shorelineparks@shorelinewa.gov). No in person conversations will occur unless coordinated in advance with the Program Supervisor.

All conversations between parent/legal guardians and City Staff should pertain to camp-related activities. All education based concerns or issues must be directed to the appropriate Shoreline School District staff. City of Shoreline Staff will not force campers to log into their classes or do their school work. City Staff will provide the access and environment in which the child can engage, but the staff can not force campers to be involved. City Staff are not tutors or trained

educators (like the teachers at your child’s school), they are not responsible for checking school work or helping with completing assignments accurately.

Once campers are in their virtual classrooms, City Staff are not responsible for monitoring classroom behavior and/or engagement. If you have questions regarding your child’s classroom behavior, performance, etiquette, you will need to discuss it directly with their teachers.

## Contacting your Child at Camp

Please do not call the City of Shoreline asking to speak to your child unless it is an emergency. If your child needs to contact you for any reason while at camp, City Staff will assist them in doing so. Please do not have camper bring anything other than necessary clothing, medicine or food. If your child must bring a cell phone, please let staff know by calling (206) 801-2600.

## What to Bring to Camp

During this unprecedented time, please do not send your camper to camp with anything other than necessary clothing, medicine or food. Please make sure they have a clean, appropriate face mask daily.

## Food and Drink

- Lunch, snacks and water bottle (there is no refrigeration for lunches)

## Technology

- School computer (label with camper’s name)
- School supplies (headphones, pencils, paper, books, any supplies needed to complete work, etc.)
- Parents will need to provide virtual platform login info

**We regularly have campers with severe peanut allergies and request that campers do not bring peanut products to camp when possible.**

## Face Mask

Each camper must bring their own facial mask that covers their nose and mouth. Unless exempt from this state-mandate, the mask must be worn at all times, except when eating or drinking.

## Hand Sanitizer

Each camper is encouraged to bring their own hand sanitizer to use throughout the day in addition to hourly hand washing and sanitizing that is part of the camp day. Campers are not to share hand sanitizer.

## Sunscreen and Sun Protection

City Staff are not permitted to apply sunscreen on the campers. Send appropriate SPF sunscreen for your child. Please apply sunscreen generously before camp and provide your child with a hat, sunglasses, or clothing needed for sun protection.

## Camp Site Details

### Remote Learning Camp @ Spartan Recreation Center

#### General Information

This camp is for children enrolled in Kindergarten through 5<sup>th</sup> grade in the Shoreline School District

## Site Location(s)

Spartan Recreation Center

202 NE 185<sup>th</sup> St. Shoreline, WA. 98155

**(Check-In/Out outside the door of your camper's assigned room)**

**Please Note:** All payments, refunds request, and transfers will need to be conducted online or over the phone by calling 206-801-2600.

## Things to Remember

- Camp hours are 8:30 a.m. – 5:00 p.m. Additional fees will apply for late pick-up.
- Please pack a morning snack if you can. If you are unable to provide a snack, we will provide one for your camper.
- Check-in / Check-out locations will be outside the building. More information about specific check-in location will be provided prior to the first day of camp.

## Behavior Management

### Adult Code of Conduct

Expectations and guidelines for all parents, legal guardians, and authorized individuals to ensure the safety of all program participants, City of Shoreline employees, and the community:

- Adhere to all COVID 19 health screening guidelines and requirements for your camper's attendance.
- Communicate important information with camp staff that may be helpful when working with your camper.
- Behave appropriately. Individuals whose behavior and/or health status pose an immediate threat or danger to the health and safety of a camper will be asked to leave the facility.
- Refrain from:
  - Confronting any camper in a threatening manner
  - Exhibiting threatening behavior towards a staff member or a child (if this occurs, 911 will be called)
- Adults may not be under the influence of alcohol and/or controlled substances in the presence of campers.
- City of Shoreline properties and Shoreline School District properties are tobacco and smoke-free. This includes e-cigarettes and vaping devices.

### Consequences of Adult Misbehavior

Any violation of the Adult Code of Conduct will result in an outcome ranging from a verbal warning to the individual's removal from the camp facility or the camper's removal from Shoreline's Remote Learning Camp program without refund. By registering for the program, parents, legal guardians, or authorized individuals agree to follow the code of conduct outlined above.

### Camper Code of Conduct

#### Procedure for Handling Disruptive Behavior

All campers are expected to abide by the Code of Conduct and Camp Guidelines (Addendum 3, page 17). Behavior in violation of these standards will be subject to the Disruptive Procedure found at the end of this document.

## Frequently Asked Questions

### What is the camp schedule?

Campers will follow the Shoreline School District remote learning schedule. A weekly email will be sent out with the camp schedule form that you are welcome to fill out if you have specific tasks for your camper during the independent learning times. Outside of those times, we will be adhering to the Shoreline School Remote Learning schedule.

### What should my camper wear to camp?

We encourage campers to dress in layers since the mornings can be cool and the afternoons warm. Campers should wear clothing that is appropriate for a regular school day with activities occurring both inside and outside. Flip-flops and open toed sandals are not to be worn at camp. It is also helpful to label all items with the campers first and last name. Please remember that camp can be messy from playing outside and creating various art projects, so we always ask that you dress your camper in clothes that can get dirty.

A mask must be worn by campers at all times while indoors. Masks may be required outdoors as well, depending on the activity.

### Can my camper buy lunch?

No. There are no opportunities to purchase lunch. Campers are also not permitted to use the vending machines while at camp. There is no reason for campers to come to camp with money. Please refrain from sending money with your camper as it tends to get lost or misplaced.

### What if my camper forgets his/her lunch?

Every so often, lunches get left behind. City Staff will contact you to let you know that your camper does not have a lunch. City Staff will make sure that your camper will get something to eat from the snack supply, but it will be simple. If your camper forgot their lunch and you want to bring it prior to the lunch hour, please call (206) 801-2600 to coordinate a safe delivery of the lunch.

### Does camp provide snack?

A camp snack can be provided for those that need it. We ask that families provide their own when possible.

### What shouldn't my camper bring to camp?

- Weapons of any kind
- Alcohol/Non-authorized Drugs/tobacco or vaping products
- Any personal items including:
  - Cell phones
  - Personal music devices
  - Toys
  - Card games
  - Video games
  - Money
  - Expensive jewelry/watches
  - Personal sports equipment (unless otherwise specified)
  - Live animals/Stuffed animals

### What if my camper loses something at camp?

Please do your best to make sure all your camper's items are labeled with their first and last name. There is a designated lost and found area. The City of Shoreline will hold onto all items for up to one (1) week after the conclusion of the camp they attended.

The City of Shoreline is not responsible for any items that are lost or stolen, include technology devices, and under no circumstances will reimburse lost, stolen or broken items.

### Do I need to turn in the Health Screening Form every day or just the first day?

The City's COVID-19 Health Screening Affirmation (Addendum 2) must be filled out, signed and turned in upon arrival every day. Failure to do so will result in not being able to attend camp for that day. Hard copy forms will be available on site. City Staff will do an additional temperature check on site prior to admission to program for all campers.

### What precautions are being taken to reduce the risk of COVID 19 exposure and transmission?

All guidelines are included in this handbook and adhere to CDC, WHO, and County and State Departments of Health as well as the Governor's Office directives.

### Does my camper have to wear a mask?

Yes, all campers will be expected to bring a suitable mask from home.

All staff and campers will wear masks at all times while indoors with the exception of lunch and snack times.

Staff will always wear a mask while outdoors and campers will be required to wear a mask while in outdoor settings as per the State of Washington and King County guidelines.

### What Happens if I forget my camper's mask?

It is the expectation that each camper come with a clean, appropriate mask each day of camp. Should the occasion arise that a camper comes without a mask, a few disposable masks will be available. The City cannot guarantee the supply of disposable masks and thus encourages families to make every effort to have their camper arrive with their own mask from home. If there is not a disposable mask available, the camper will not be allowed to attend camp until they have a mask.

Please see King County Department of Health information below.

# PLEASE PROTECT ONE ANOTHER FROM COVID-19



**Please wear protective face coverings and keep 6 feet from others while you are visiting us.**

## CLOTH FACE COVERINGS SHOULD:



**Fit snugly but comfortably against the side of the face**



**Be secured with ties or ear loops**



**Include multiple layers of fabric**



**Allow for breathing without restriction**



**Be able to be laundered without damage**



**Be worn by children over age 2**

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**Public Health**  
Seattle & King County 

# Remote Learning Camp Planner

Date: \_\_\_\_\_

Day: \_\_\_\_\_

Parents/Guardians- If you have certain items that your child need to work on during the independent work time, please note that in the highlighted portion on the schedule to the right. This time is set aside for students to complete homework; however, we understand that there may be times when a student has no homework or completes it early. Staff will post the schedule at the child’s desk so they are aware of what they should be working on. We do expect that you have communicated with your camper what they are to be doing if you are assigning them work. If you are not sending in assignments from home, the camper will engage in the independent work that the staff have put together. These things will range from word searches, crossword puzzles, drawing sheets, small crafts, etc.

<p><b>Notes:</b></p> <hr/>	8:00 AM	Wake up, get dresses, have breakfast
		Have an awesome day!
	9:05 AM	Synchronous All Class Launch the Day
	9:20 AM	Synchronous All Class Learning Session
	10:05 AM	Water / Bathroom / Snack; Go Noodle /Cosmic Kids
	10:25 AM	Synchronous All Class Learning Session
	11:10 AM	
	11:30 AM	Synchronous Small Group Learning Session
	11:30 AM	Water/Bathroom Break; Gym, Art, Sensory
	11:50 AM	
	12:10 PM	Lunch
	12:30 PM	Recess
	12:55 PM	Synchronous All Class, Learning Session
	1:40 PM	Water/Bathroom Break; Gym, Art, Sensory
	1:40 PM	Synchronous Small Group Learning Session
	2:00 PM	Synchronous Social Emotinal Lesson & End of Day Wrap Up
	2:30 PM	
	2:50 PM	
	3:20 PM	Submit Assignments
	3:30 PM	Active Play, Snack, Bathroom, Independednt Play

Addendum 1: 2020 Epinephrine Auto-Injector Authorization and Waiver of Liability



CITY OF SHORELINE PARKS, RECREATION AND CULTURAL SERVICES

2020 Epinephrine Auto-Injector Authorization and Waiver of Liability

If your child has a prescription for an Epinephrine Auto Injector, please fill out this form and turn it in to the Camp Director.

Nature of Allergy: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Parent/Guardian Name and Contact Information: \_\_\_\_\_

\_\_\_\_\_

Prescribing Doctor Name and Contact Information: \_\_\_\_\_

\_\_\_\_\_

**I confirm that by signing this form I have read, understand, and agree with the below Authorization and Waiver of Liability.**

**I acknowledge that my child understands his/her allergies and how to take reasonable precautions to avoid the allergens. I have provided the City of Shoreline with a current, valid prescription for my child’s Epinephrine Auto-Injector (EA-I). I understand that the City of Shoreline staff, who are not medical professionals, will only assist in the administration of the EA-I in life-threatening situations and when my child is not capable of self-administering.**

Therefore, I authorize and recommend self-administration by my child of the EA-I. In the event my child is unable to self-administer, the City of Shoreline has my permission to administer the EA-I for my child during a life-threatening allergic reaction. I HEREBY AGREE TO RELEASE, INDEMNIFY, AND HOLD HARMLESS the City of Shoreline, its employees, officials, or agents and TO WAIVE ANY CLAIM by myself, my heirs, executors, assigns, or personal representative that I might have against the City of Shoreline, its employees, officials, or agents from and against any and all claims, damages, or causes of action arising out of or in any way connected to the self-administration, assisted administration, failure to administer, or attempt to administer the EA-I to my child.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to:  
PRCS – Spartan Recreation Center  
202 NE 185th St Shoreline, WA 98155  
Phone: 206.801.2600 Email: [shorelineparks@shorelinewa.gov](mailto:shorelineparks@shorelinewa.gov)

Addendum 2: COVID-19 Health Screening – Parent/Legal Guardian Affirmation



## COVID-19 HEALTH SCREENING

### PARENT/LEGAL GUARDIAN AFFIRMATION

I, \_\_\_\_\_, as the parent or legal guardian of \_\_\_\_\_ hereby affirm that that my child is not currently experiencing nor has, in the past 48 hours, experienced a COVID-19 symptom(s):

- Fever (temperature of 100.4 degrees F or higher)
- Cough
- Shortness of Breath or Difficulty Breathing
- Sore Throat
- Chills
- Muscle Pain
- Loss of Taste or Smell

I understand that if while in today’s program my child experiences any of these symptoms, City Staff will isolate my child and contact me for pick-up within one (1) hour. I further understand that my child may not return to a City facility or participate in a City program until they are symptom and fever free for at least 72 hours.

\_\_\_\_\_  
Parent/Legal Guardian      Date



## Disruptive Behavior Procedure

### 1.0 Purpose for the Procedure

The City seeks to provide a safe, welcoming, and respectful environment for all members of the public when using City parks, recreation facilities, and recreation programs. This procedure identifies types of behaviors that infringe upon the use and enjoyment of City parks, facilities, and programs and the consequences for such violations.

### 2.0 Shoreline Municipal Code

SMC 8.12.550 - Administrative sanctions.

In addition to any prescribed penalty, any person failing to comply with any provision of this chapter shall be subject to the loss of park or recreation facility use privileges.

### 3.0 Affected Departments/Divisions

- a. Recreation Division
- b. Parks Operations

### 4.0 Definitions

- a. Minor Infractions –Violations of the Code of Conduct
- b. Consistent Infractions – A series (2 or more) of Minor Infractions that occur within a concentrated period of time. Infractions do not need to be of the same nature.
- c. Severe Infractions - Any infraction that violates the Code of Conduct in an egregious manner, as determined by supervisory staff on site, or violates applicable provisions of the Shoreline Municipal Code (SMC), including Chapter 8.12 SMC Rules for Use of Shoreline Park Facilities, and federal, state, or local law. Severe infractions also include misdemeanors, as classified by the Revised Code of Washington (RCW) Title 9A Washington Criminal Code and Chapter 9.10 SMC Criminal Code, including but not limited to possession of controlled substances, disorderly conduct, harassment and malicious mischief
- d. Criminal Trespass – knowingly entering or remaining unlawfully in or upon City park facilities (see RCW 9A.52.080)
- e. Program Day – Period of time from start of a class/event to end of that class/event on a specific date.

Code of Conduct -- Each facility shall have a Code of Conduct approved by the PRCS Director. The Code of Conduct will be conspicuously displayed in the facility and/or included in program materials provided to program participants.

## 5.0 Procedural Detail

Below are procedural steps based on the type of infraction from minor to severe. However, Staff should immediately contract the Shoreline Police/911 when conduct threatens the life or safety of Staff or any person or unreasonably interferes with park facility use or is damaging to City property.

### a. Minor Infractions of Code of Conduct

- 5.a.1 First Infraction: Verbal warning - Staff will provide a verbal warning to the patron/participant identifying the behavior being addressed, educate the individual about the Code of Conduct, and what consequences may occur if repeated.
- 5.a.2 Second Infraction: Suspension from Activity- After verbal warning for a first infraction, if the patron/participant continues to violate the Code of Conduct, staff may suspend patron/participant from activity or facility for a time period no longer than 15 minutes within that program day, allowing for return to activity/facility at completion of suspension time.
- 5.a.3 Consistent Infractions: If behavior is not modified/discontinued after suspension from activity or facility, staff may remove patron/participant for the remainder of that program day. If a patron or participant is removed for the remainder of the program or for the remainder of the day, no additional measures are necessary for their re-admittance on the next program day.
- 5.a.4 Documentation: Program and facility staff will log behavior interventions. This information is reviewed daily by the Supervising staff.

### b. Consistent Infractions

- 5.b.1 Continuous or Serious Infractions: Removal from a facility or program starting with one (1) program day suspension up to long term suspension. Longer term suspension is subject to Recreation Superintendent approval.
- 5.b.2 Behavior Agreement Plan required: If a patron/ participant is suspended for longer than one-day, a Behavior Agreement Plan (BAP) may be provided to the guardian/patron/participant to fill out and return no later than first day back to the facility or program. Staff shall review the BAP with guardian/patron/participant so as to ensure an understanding of the BAP.
- 5.b.3 Documentation: Anytime a patron/participant is suspended from a program or facility for longer than one day an incident report must be completed and filed with the applicable Supervisor within 24 hours of the incident. If a BAP has been signed by the guardian/patron/participant, it shall be attached to the incident report on file.

### c. Severe Infractions

- 5.c.1 Staff should immediately call Shoreline Police/911 for any infraction that violates applicable provisions of the Shoreline Municipal Code, including Chapter 8.12 SMC Rules for Use of Shoreline Park Facilities, and federal, state, or local law, including RCW Title 9A Washington Criminal Code. Staff shall file an incident report with the applicable Supervisor within 24 hours of the incident
- 5.c.2 Patron/participants may be suspended for extended periods of time to be determined by Shoreline Police and Recreation Staff.

If a patron/ participant is suspended from a program or facility due to a Severe Infraction, a BAP shall be provided to the guardian/patron/participant for review and return no later than first day back to program. Staff shall review the BAP with the guardian/patron/participant so as to ensure an understanding of the BAP.

Abuse of/Threat to staff may require calling Shoreline Police/911 immediately, yet always requires involved staff to file a Police Report

- 5.c.3 The signed BAP and the Shoreline Police Report will be attached to the original incident report on file.

**d. Criminal Trespass**

- 5.d.1 Trespass occurs when a person enters City Property without permission (e.g. after hours) or remains or re-enters City property when instructed to leave due to a violation of the Code of Conduct or SMC and other laws.
- 5.d.2 Staff must call 911 for Police to remove and trespass the patron/participant.
- 5.d.3 Once trespassed, the trespass notice and picture of patron/participant will be posted internally for facility staff reference.
- 5.d.4 If a patron or participant is criminally trespassed they may return upon its expiration.

**6.0 Notification Process**

This procedure will be made available to the public upon request at all program locations. In addition, it will be posted on the City’s Parks webpage, as well as applicable portions in the Day Camp Parent Guide and other pertinent registration materials.

**7.0 Appeal Process**

Appeals to waive any of this procedure must be made in writing and submitted to the PRCS Director within 72 hours of removal. All appeals will be reviewed and decided upon with one calendar week of receipt of appeal.

**\*If a camper is removed from camp due to behavioral reasons, there will be no refund of fees.**

## Addendum 4: Remote Learning Camp Authorization for Access to City of Shoreline's Network



### REMOTE LEARNING CAMP Authorization for Access to the City of Shoreline's Network

The City of Shoreline is providing the **Remote Learning Camp** in support of the Shoreline School District's Remote Continuous Learning 2.0 online learning model. All use of the City's Network shall be consistent with the City's goal of supporting this online learning. The *Network Access Rules* provided below are based on rules established by the Shoreline School District for access to its networked information resources and communications.

While, the City filters access to materials that are inappropriate, pornographic, defamatory, inaccurate, or potentially offensive to some users, the City cannot guarantee that campers may potentially and inadvertently encounter unacceptable resources. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow for Network and Internet access.

Except for access to the Network, the City of Shoreline will not provide technology to campers. The Remote Learning Camp is BYOT – Bring Your Own Technology. Campers are solely responsible for the care and management of their technology.

#### **Parent/Guardian:**

I have read this Authorization and the City of Shoreline's *Network Access Rules* attached. I understand that Network access is designed for educational purposes and that the City of Shoreline has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the City of Shoreline to restrict access to all controversial and inappropriate materials. I will hold harmless the City of Shoreline, its officials, employees, agents, and volunteers, for any harm caused by materials or software obtained via the Network or from any damage to my child's technology. I have discussed the *Network Access Rules* and care of their technology with my child, I hereby request that my child be allowed access to the City of Shoreline's Network.

\_\_\_\_\_  
Parent/Guardian Name (*please print*)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

#### **Camper:**

I understand and will abide by City of Shoreline's Network Access Rules attached. I understand that I am fully responsible for the technology I bring to camp. I understand that the City of Shoreline and/or its agents may monitor my use of the Network without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and disciplinary action and/or legal action may be taken. In consideration for using the Network connection and having access to the Internet, I hereby release the City of Shoreline, its officials, employees, agents, or volunteers, from any claims and damages arising from my use of, or inability to use the City of Shoreline's Network.

\_\_\_\_\_  
Camper Name (*please print*)

\_\_\_\_\_  
Camper Signature

\_\_\_\_\_  
Date

## NETWORK ACCESS RULES

### **Acceptable Network use by campers includes:**

- Connection to the Shoreline School District's Remote Continuous Learning 2.0, including synchronous instruction via Zoom or other platforms.
- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research.
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research.
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately.

### **Unacceptable Network use by campers includes:**

- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from City Staff.
- Cyberbullying, hate mail, defamation, or harassment of any kind: discriminatory jokes and remarks, posts, files, or comments on social media sites or other online media.
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs, and changes to hardware, software; monitoring tools or alteration any operating system features or functions – desktop settings, passwords, start-up files, etc., or alteration, deletion, or copying of any programs and physical damage to computer equipment.
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture).

### **Security**

- Change passwords and keep them private.
- Do not use another user's account.
- Do not insert passwords into e-mail or other communications.
- If you write down your account password, keep it out of sight.
- Do not store passwords in a file without encryption.
- Lock the screen, or log off, if leaving your computer.

### **Filtering and Monitoring**

- No filtering software is 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Campers must take responsibility for their use of the Network and Internet and avoid objectionable sites.
- Any attempts to defeat or bypass the City's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to City browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content are prohibited.

### **Copyright**

- Campers will comply with Fair Use and copyright laws, citing all text, music, sound files, movies, images, or other material copied from other files or from the Internet.

### **Personal Safety**

- Campers should not reveal personal information including a home address and phone number on , social media sites, web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium, or make appointments to meet people in person contacted on the system.
- Campers should not reveal personal information about another individual on any electronic medium.
- Campers should tell a City Staff member whenever coming across any information that is dangerous or inappropriate on the Internet, or when using e-mail or other forms of electronic communication.

### **No Expectation of Privacy**

- No camper should have any expectation of privacy when using the Network. The City reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate.
- The City provides the Network and Internet access as a tool for education and research in support of the Shoreline School District's remote learning curriculum. All content on the Network belongs to the City of Shoreline.

Violation of any of the conditions of use explained in these Network Access Rules by campers could be cause for disciplinary action, including suspension or expulsion from the Remote Learning Camp and suspension or revocation of Network and Internet access privileges.