

2020-2021 AM/PM Recreation Registration Information

- Registration opens at **8:00am on Thursday, September 10** both online and at the Recreation Office.
- You will have to register for **each day** your child(ren) will attend the program(s) (i.e. Mondays & Tuesdays). Children can only attend on days they are physically in school.
- The registration fee is \$5/day per child, per program and is non-refundable.
- We **highly recommend** registering online as the programs will fill very quickly on a first come, first serve basis. Program numbers have been reduced to accommodate safety protocols.
- To register online, take the following steps **before September 10**:
 - Ensure that your RecDesk account is set up properly at <https://townofdewitt.recdesk.com>
 - Ensure that you know your RecDesk user name and password.
 - Contact the Recreation Office at (315) 446-3910 x 9 if you need to set-up/change your user name and/or password.
- Tips for online registration:
 - Familiarize yourself with the RecDesk site so you know where to register. AM and PM Recreation can be found in the “Programs” tab under “Before & After School.”
 - Have your credit card ready before you register. We accept Visa, Master Card and Discover. There is a 3.09% service charge on credit card transactions.
 - Log in to your RecDesk account a few minutes before 8:00am on September 10.
- In-Person Registration:
 - If you choose to register in person, we ask that you do not arrive at the Town Hall before 7:00am on September 10. This is for your safety. Doors will not open until 8:00am.
 - Please note that online registration also begins at 8:00am and will coincide with in-person registration.
 - Please ensure that your RecDesk account is set up properly **before September 10**. If your account is not set up, you will be asked to step out of line and set one up before you can register.
 - You do not need a form to register in person.
 - Have your form of payment (cash, check or credit card) ready. Checks should be made out to *Town of DeWitt*.
- We will **not** accept registrations for AM and PM Recreation by fax or in the mail.
- Once the programs are full we will begin a wait list. You can sign up for the wait list online or in the Recreation Office on a first come, first serve basis. Be sure to get on the wait list for each day your child will be attending.
- **Please check that all your previous balances are paid in full.** Accounts with outstanding balances will be suspended and unable to register on September 10.
- **IMPORTANT NOTICE: Programming will start on Monday, September 21. Please arrange alternate transportation for the first week of school.**

2020-2021 AM Recreation Information

Please review this information and the COVID-19 Safety Protocols thoroughly before the start of the program.

Fee: \$10/day (per child)

- AM Recreation takes place at Moses DeWitt Elementary, and is open from 7:30 – 8:45am every day that school is in session (including half days). The earliest a child may be dropped off is 7:30.
- Parents/guardians must bring their child(ren) to the back door of the school (on Canterbury Road) and ring the bell. **Children are not to be dropped off outside of the school.** This policy is in place to ensure the safety of the children.
- Children will be temperature checked before entering the building. Children with a temperature of 100.0 degrees F or higher will not be permitted in the building.
- Children must wear masks while at the program.
- AM Recreation is NOT open during school holidays, conference days, snow days, or school recesses.
- AM Recreation is NOT open when the opening of school is delayed due to weather conditions or any other unforeseen conditions.
- AM Recreation will be cancelled if the cafeteria is closed due to a COVID-19 exposure.
- Children may relax or participate in leisure or recreation activities in the **cafeteria only**. Children and employees do not have access to the gym or playground.
- Staff do not store or administer any medication. Please note on your RecDesk account if your child will be carrying an emergency medication. (i.e. EpiPen, rescue inhaler).
- Do not let your child bring ANY toys or valuables from home. We are not responsible for lost, stolen, or broken items and we cannot guarantee personal items have been properly cleaned/disinfected.
- Fees may be paid on a weekly or monthly basis by mail, the new drop box in front of the Town Hall, in person at the Recreation Office, or online at townofdewitt.recdesk.com. A service fee will be added to all credit card transactions. **Fees must be paid in full each month.**
- An invoice will be sent by email at the end of each month. **This will serve as the only reminder that payment is due.** No additional reminders will be sent. See calendar and payment schedule for specific dates. If you do not receive an email reminder, please alert the Recreation Office.
- If the fee is not paid in full by the 7th of the following month, **a late fee of \$10 per child** will be automatically added to the account. **Three (3) late payments will result in dismissal from the program.**
- If your payment is set up through your bank, **please include AM Rec on the checks.** This will ensure payments are applied to your account correctly.
- It is a privilege to participate in our AM Recreation program. Appropriate behavior is an expectation. For safety reasons, discipline incidents and misconduct will be dealt with accordingly.
- The Town of DeWitt reserves the right to cancel this program at any time if there is a risk to the health and/or safety of employees and/or participants.

2020-2021 PM Recreation Information

Please review this information and the COVID-19 Safety Protocols thoroughly before the start of the program.

Fee: \$15/day (per child)

- PM Recreation is held at Tecumseh Elementary is open from 3:00 – 5:15pm every day that school is in session (excluding half days). All children should be picked up by 5:15; however, there is a grace period from 5:15 – 5:30pm.
- PM Recreation is **NOT** open during school holidays, conference days, snow days, or school recesses.
- PM Recreation is cancelled if after-school activities are cancelled or if the cafeteria is closed due to a COVID-19 exposure.
- Children will be temperature checked before entering the cafeteria. Children with a temperature of 100.0 degrees F or higher will be separated from the group and must be picked up immediately.
- Children must wear masks while at the program both indoors and outdoors.
- PM Recreation is a drop-in program. Attendance is taken for basic safety, security and financial purposes only. We do **NOT** follow up on children's absences.
- Snack is **NOT** provided at PM Recreation. If your child has a snack, they will need to sit 6 ft. away from other participants while eating.
- Children may participate in leisure or recreation activities of their own choosing. There is a place for children to spend time on homework. No tutoring is provided.
- Staff do not store or administer any medication. Please note on your RecDesk account if your child will be carrying an emergency medication. (i.e. EpiPen, rescue inhaler).
- Do not let your child bring ANY toys or valuables from home. We are not responsible for lost, stolen, or broken items and we cannot guarantee personal items have been properly cleaned/disinfected.
- All adults who pick up children should have photo ID and be listed as an authorized pick-up person on the registration form. Parents/Guardians will not be permitted in the school building, and should wait for their child outside the cafeteria door.
- Fees may be paid on a weekly or monthly basis by mail, the new drop box in front of the Town Hall, in person at the Recreation Office, or online at townofdewitt.recdesk.com. A service fee will be added to all credit card transactions. **Fees must be paid in full each month.**
- An invoice will be sent by email at the end of each month. **This will serve as the only reminder that payment is due.** No additional reminders will be sent. See calendar and payment schedule for specific dates. If you do not receive an email reminder, please alert the Recreation Office.
- If the monthly fee is not paid in full by the 7th of the following month, **a late fee of \$15 per child** will be automatically added to the account. **Three (3) late payments will result in dismissal from the program.**
- If your payment is set up through your bank, **please include PM Rec on the checks.** This will ensure payments are applied to your account correctly.
- It is a privilege to participate in our PM Recreation program. Appropriate behavior is an expectation. For safety reasons, discipline incidents and misconduct will be dealt with accordingly.
- The Town of DeWitt reserves the right to cancel this program at any time if there is a risk to the health and/or safety of employees and/or participants.

AM/PM Recreation COVID-19 Safety Protocols

In an effort to protect the health and safety of employees, participants and parents/guardians, the Town of DeWitt Recreation Department has developed the following COVID-19 Safety Protocols for the AM and PM Recreation programs. Safety protocols align with current standards provided by New York State, New York State Education Department, CDC and the Jamesville-DeWitt Central School District Reopening Plan.

Please review these protocols carefully before registration and review pertinent information with your child(ren). Questions regarding these protocols can be directed to the Recreation Office at (315) 446-3910 x 9 or recreation@townofdewitt.com.

Physical Distancing

- Employees are to remain 6 ft. apart unless safety or core function of the work activity requires a shorter distance. Employees will ensure participants are 6 ft. apart whenever possible unless participants reside in the same household.
- Tightly confined spaces will be occupied by only one individual at a time whenever possible.
- Employees and participants must observe social distancing markers in commonly used areas (i.e. health screening stations).
- No large group activities, or activities deemed unsafe by current safety standards (i.e. contact sports), will be permitted.
- Employees, participants and parents/guardians must observe designated pick-up and drop-off locations, limiting contact to the extent possible. Parents/guardians will not be permitted inside the building.

Protective Equipment

- The Town of DeWitt will supply each employee with two (2) reusable cloth face coverings. Disposable face coverings will also be available. Employees are permitted and encouraged to use their own face coverings as long as they comply with current safety standards. Employees will be asked to use a Town provided face covering if theirs is inadequate. Employees refusing to wear adequate face coverings will not be permitted on the premises.
- Cloth face coverings should be washed frequently, by the employee, and replaced when damaged or excessively soiled. Face coverings should not be shared under any circumstances. Disposable face coverings will be stored in a secure location and will only be handled and distributed by the program supervisor.
- Employees must wear gloves or properly sanitize/wash hands before and after using shared equipment or touching shared surfaces.
- Participants are required to wear face coverings while they are at the program, indoors and outside. Short breaks will be provided when social distancing can be safely observed.
- Parents/Guardians are required to wear face coverings during drop-off and pick-up.

Hygiene and Cleaning

- Employees are required to sanitize and/or wash their hands immediately after arriving at work. Continue to sanitize and/or wash hands as needed during program hours.
- Participants will be required to sanitize and/or wash their hands when they arrive at the program. They will also be required to sanitize before and after using shared equipment or transitioning to other locations (i.e. playground, gym).
- Employees must clean and disinfect all shared equipment and surfaces before and after programming each day. Appropriate cleaning supplies will be provided by the Town.
- Cleaning logs will be maintained on site that document date, time and scope of cleaning.
- Hand sanitizing stations will be provided by the Town.
- Participants will be provided supplies for individual use whenever possible (i.e. markers, crayons, etc.). Participants should not share supplies designated for individual use.

Communication

- Employees and participants should take note of all signage posted in school buildings regarding proper hygiene, social distancing, appropriate use of PPE and cleaning and disinfecting protocols. The Town will provide additional signage if needed.
- Employees and parents/guardians are required to provide up-to-date contact information for program updates and tracing purposes.
- Employees must maintain a continuous log of every person who may have close contact with other individuals on site; excluding deliveries that are performed with appropriate PPE or through contactless means.
- If an employee, participant or other individual with close contact tests positive for COVID-19, the Town will immediately notify the school district and appropriate health departments. The Town will assist with contact tracing efforts, including notification of potential contacts, while maintaining confidentiality required by state and federal law and regulations. Employees may be asked to assist with contact tracing efforts.

Screening

- Employees and participants are required to have their temperature checked prior to entering the school building. Employees must wear adequate PPE when temperature checking participants. Temperatures will not be recorded.
- If an employee's temperature is above 100.0 degrees F, or they are experiencing symptoms associated with COVID-19; cough, shortness of breath or difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell; they will be sent home and encouraged to contact a medical professional immediately. Employees will be required to provide a doctor's note before returning to work. If a medical professional recommends a COVID-19 test, the employee must be tested before returning to work. If the test is positive, the employee must follow quarantine protocols, receive a negative test result and provide a doctor's note before returning to work.

- If a participant's temperature is above 100.0 degrees F, or they are experiencing symptoms associated with COVID-19; cough, shortness of breath or difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell; a parent/guardian will be contacted and the participant, along with any other participants in the same household, must be picked up immediately. Participants will be kept separate from other participants and employees while waiting to get picked up. Parents/Guardian must provide a doctor's note before the participant can return to the program.
- Participants can only attend the program on days they physically attend school. If a participant does not attend school for any reason, they are not permitted to attend the program that day.
- Employees are required to complete and/or sign a health screening form prior to the start of programming each day. Specific health information will not be recorded.
- Parents/guardians will be responsible for checking each child's health before school each day. If a child presents with any of the following, they should be kept home from school and Town programs:
 - Temperature above 100.0 degrees F
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills (with or without repeated shaking)
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

Please note that this screening is in addition to other conditions that should preclude students from attending school (e.g., pink eye, vomiting) or any situation in which a child appears not to be well enough to participate in the activities of the school day.

In addition to the parents'/guardians' screenings at least once per week families will be asked to complete and submit a written screening questionnaire, provided by the Town, in addition to having their child's temperature checked.

Contact Tracing and Disinfecting Contaminated Areas

- In the event of a positive case of COVID-19, the facilities will be shut down and cleaned in accordance to the Jamesville-DeWitt School District Reopening Plan. The Town will conduct and/or assist with contact tracing as needed.

Compliance

- Failure to comply with safety protocols by a parent/guardian and/or their child(ren) may result in suspension or dismissal from the program(s).
- Failure to comply with safety protocols by an employee may result in disciplinary action or termination.