



2021-2022 ECHO HANDBOOK

Every Child Has Opportunities



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Welcome and Introduction

Welcome to ECHO (Every Child Has Opportunities). ECHO starts on Wednesday, September 1, 2021. We would like to thank you for participating in the ECHO program through the City of Cheney Parks & Recreation Department. ECHO will provide a safe and enriching environment for your child(ren) to attend before and after school. Our staff will work hard to keep your children actively involved in a variety of activities that will make their experience enjoyable.

The Department of Revenue has redefined business and operation tax as well as sales tax. Due to the redefinition under RCW 82.04.050(15)(b)(iv), Cheney Parks & Recreation is required to charge a 1.75% business and operation tax on childcare services. Therefore, tax will be added to your total bill.

We would sincerely appreciate your assistance in completely filling out the Registration Form and Food Program Form. We must have a copy of your child's Food Program Form before they may attend. It is important to have a current Food Program Form, as we do get reimbursed for the healthy snacks we provide to your child.

Handbook Intentions

This handbook is intended to be a guide in answering questions regarding program practices and policies. Within this handbook, ECHO will be using the term "parents." Cheney Parks and Recreation realizes that families are varied, and the use of the word parent(s) refers to the adult(s) who are responsible for the child(ren). ECHO values all families and the diverse homes our children come from.

If you have any questions regarding ECHO policies and practices, please seek clarification by contacting the Parks and Recreation office. It is important that families understand the parameters within which our programs operate. Cheney Parks & Recreation reserves the right to change current policies and practices. Changes to policies will be communicated to parents.

This handbook has been prepared for your convenience to inform you of our policies and procedures. Please refer to this handbook if you have additional questions regarding the ECHO Program. If you have concerns or suggestions, please feel free to contact Cheney Parks & Recreation at 509-498-9250.

ECHO

Whom We Serve

We would like to welcome you and your child to our ECHO Before & After School Program. We are excited to be able to offer a before- and after-school program that will provide your children a structured and nurturing environment. Our staff will offer age-appropriate activities that will create social, physical, creative, and emotional opportunities for growth. Aside from the ideas from the children, parents, and staff, we do our best to plan the activities to be developmentally appropriate for our children. We plan the activities for children entering kindergarten (five years old) through fifth grade (twelve years old).

ECHO Program Mission Statement

- Provide children with an active, creative, enriching before- and after-school experience.
- Provide staff who strive for excellence.
- Support parents by providing the best before- and after-school environment for their children.

Philosophy of the ECHO Before and After School Program

The Cheney Parks & Recreation ECHO program exists to meet the needs of families in having a safe, consistent environment for their children before and after school. The program is designed to complement, not imitate, school and home. It serves as an important component in the continuum of services provided to school-age children.

Through the ECHO program, Cheney Parks & Recreation seeks to help children:

- Grow personally.
- Develop conflict resolution skills.
- Develop personal values.
- Become better leaders.
- Develop skills.
- HAVE FUN!

The program's activities are designed to promote self-esteem and meet the individual developmental needs of children. The ECHO Program:

- Offers children a base of warmth, security, and continuity provided by caring, qualified staff.
- Fosters initiative, cooperation, self-control, and self-esteem.
- Has a flexible schedule to allow children choice activities.

The needs of families will be met through a program that:

- Offers quality, safe, and affordable childcare.
- Is sensitive to the needs of children and families.
- Encourages communication among children, school representatives, family, and ECHO staff.
- Allows for ongoing family involvement and regular opportunities for feedback through evaluations.
- Allows for frequent and significant opportunities for parents to be involved.

Nondiscrimination

We are looking forward to learning with you and your child(ren)! Cheney Parks & Recreation does not discriminate against children or parents on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parent status,

sexual orientation, or source of income. We welcome diversity in all Cheney Parks & Recreation programs where children learn to appreciate individual differences.

Inclusion and Accommodations

We are excited to have children from different cultures and backgrounds. As part of our program diversity, customs and celebrations from a variety of cultures are welcomed and included. Please talk with the site supervisor if you have a custom or holiday to share with the group and help us on our quest to be conscious citizens of the United States and the world.

The ECHO Program will assure meaningful access to its benefits and services by modification of the program to accommodate the needs of children with disabilities, but only where such modifications are reasonable and necessary, do not fundamentally or substantially alter the nature of the program, and do not result in an undue burden on the program. Children must be able to participate safely and successfully. It is recommended that a family member (or caregiver) tour the facility with the recreation coordinator along with the child with special needs, before the first day of the program. This provides the family with an opportunity to observe the program, facility, and staff. This also allows the staff to learn what can be done to enhance the child's involvement in the program.

The Cheney Parks & Recreation Department and the ECHO Program reserve the right to require that you provide an aide at the parent's expense to be with your child if they feel your child needs more individual attention and care.

ECHO is not an educational institution and ECHO does not provide licensed teachers. Our staff will do our best to help your child with schoolwork and will ensure they are logged on to their Zoom classes, but we are not responsible for your child's educational performance.

ECHO

What to Expect

Program Hours

Monday-Friday 7:00am – 5:30pm

Holidays and School Closures

September 1, 2021	First Day of School	ECHO Begins
September 6, 2021	Labor Day	No School/No ECHO
October 8, 2021	Professional Learning Day	No School/No ECHO
November 11, 2021	Veteran’s Day	No School/No ECHO
November 22-26	Thanksgiving	No School/No ECHO
December 20-31	Winter Vacation	No School/No ECHO
January 17, 2022	Martin Luther King Jr. Day	No School/No ECHO
January 31, 2022	Mid-Winter Break	No School/No ECHO
February 11, 2022	Professional Learning Day	No School/No ECHO
February 21, 2022	President’s Day	No School/No ECHO
March 10-11, 2022	Conferences	No School/No ECHO
April 4-8, 2022	Spring Vacation	No School/No ECHO
May 30, 2022	Memorial Day	No School/No ECHO
June 15, 2022	Last day of School	Early Release/Yes ECHO

If school is cancelled due to holidays, weather, or other unforeseen circumstances, there will not be ECHO.

Typical Before-School Day

Each day may vary on the activities planned for the group. Below you will find the schedule of a “typical” day.

Before School

Arrival	Begins at 6:30am
Breakfast	7:00am
Homework Help	7:30-8:00am

After School

Arrival/Free Play	3:00-3:45pm
Snack	3:45pm
Homework Club	4:15-4:45pm
Specialty Clubs	4:45-5:15pm
Free Play	5:15-6pm

Curriculum Components

Age-appropriate/developmentally-appropriate activities will be available daily with the children’s interests providing the direction of the program. Each school is designed with appropriately sized furnishings, equipment, and bathroom features designed to help your child develop self-reliance skills.

Homework Club

Monday through Friday the ECHO After-School Program will offer a homework club which children can utilize to complete homework, use as quiet study time, or for quiet reading time. Homework Club is not a one-on-one tutoring or mentoring session. Our staff members will help in any way possible, but we cannot give one-on-one attention to one particular student. If your child needs tutoring or mentoring, you should seek additional help. A great resource for this is asking a school guidance counselor.

Enrichment

We will offer enrichment activities throughout the year. Examples include entertainment, special art activities, and artists. We also offer club activities which may include cooking club, sewing club, sports club, dance club, scrapbooking club, reading club, etc.

Outside Play

Children will go outside to play even if it is drizzling or snowing. If the temperature (with or without the wind chill) falls to 20 degrees or below, children will not go outside. Please be sure to dress your child appropriately for the weather. *Please also send your child with a water bottle each day as they need to have access to water when they are outside.*

Change of Clothing

You may send a change of clothing for your child to change into. The clothes will need to go home each day because we do not have adequate space to store them on site. We will not limit a child's activities because of type of clothing worn. Please label all belongings.

Personal Property

Children are discouraged from bringing items beyond what is needed for the school day. ECHO is not responsible for lost, stolen, or damaged personal property, including clothing and electronics. Weapons, drugs, tobacco products, and alcohol are not permitted at ECHO programs or properties.

ABSOLUTELY NO ELECTRONICS other than a Chromebook ARE ALLOWED (including virtual pets, cell phones, iPods, and handheld games such as game boys, etc.) IN THE ECHO PROGRAM.

Breakfast and Snacks

ECHO provides a healthy breakfast in the morning and a healthy snack in the afternoon. Breakfast and snacks will meet the guidelines established by the USDA's Child and Adult Care Food Program (CACFP). Please note that these snacks are not a replacement for meals. This program reimburses centers for nutritious meals and snacks served to all children while in care. If your child has special dietary needs due to medical reasons or you prefer that your child eat something other than what is planned for snack time, you are welcome to send a healthy snack with your child. Please do not send your child with any product that contains milk such as yogurt or cheese for a snack. These items cannot be refrigerated during the day. Please do not send your child with candy or soda. If your child has food allergies or intolerances, please let ECHO staff know by addressing it on the registration form. If you would like to provide a snack for all ECHO participants, please contact the Recreation Director to confirm the day, how many children to prepare the snack for, and whether there are any food allergies.

Lunch

ECHO does not provide lunch and therefore, you should send your child with a healthy lunch each day.

There are NO PEANUTS ALLOWED AT ECHO. If your child has any food allergies you are required to indicate it on your medical information form.

Transportation

Transportation is provided to the Wren ECHO site from Salnave and Betz Elementaries. Contact number for the bus garage is 509-559-4523. Parents are responsible for ensuring their child is picked up each day by 6:00 p.m. ECHO does not provide any form of transportation at the end of the program.

ECHO

Child Abuse and Neglect

ECHO recognizes the serious local, state, and national problems associated with child abuse and neglect. As an organization, Cheney Parks & Recreation recognizes its legal responsibility for reporting suspected cases of child abuse to the properly constituted state, county, or local authorities. Staff are in a unique position to identify potential cases of abuse or neglect of children. Through recognition and understanding of a problem, knowledge of reporting procedures, and participation in staff development programs on the subject of child abuse and neglect, staff will act responsibly in these situations.

Mandated Reporters

All staff are mandated reporters. This means that our staff is legally required to report knowledge or reasonable suspicion of child abuse or neglect. Guidelines for reporting suspected child abuse and neglect are printed in the staff manuals and provided to each staff member. ECHO has adopted guidelines based on legal requirements and moral commitments which provide direction for the program staff to help in identifying and reporting cases of suspected child abuse and neglect.

It is the policy of Cheney Parks & Recreation to keep records of reported suspected child abuse and neglect confidential.

- ECHO staff will accuse no individual when reporting suspected child abuse or neglect.
- Cheney Parks and Recreation and summer staff do not investigate abuse reports.
- ECHO staff CANNOT wait until a suspicion has been confirmed before reporting.
- If an ECHO staff member or volunteer is suspected or accused of child abuse or neglect, the incident will be reported immediately and go directly to the county department of social services.
- Procedures and expectations for reporting an incident in which a staff member may be involved are the same as for all other incidents.

Any changes to this policy will be made, as necessary, to be current with changes or revisions to state statutes.

ECHO Confidentiality

At ECHO, we strive to provide the best possible program for our children. We ask for a lot of information; however, we will keep all child and parent information confidential unless a signed release is obtained and used only for the purpose of guarding the health and safety of our children. All staff with access to children's records are trained to not discuss and/or disclose personal information regarding the children and parents. It is our goal to protect our children and parents' rights to confidentiality.

Photo Release Policy

By registering for ECHO, you authorize permission for your child's photo to be taken and possibly published in brochures, displays, or other printed material and on our websites, Cheney Parks & Recreation social media sites, or Cheney Parks & Recreation group emails for purposes of promoting the programs used in future marketing material and posts on our social media accounts. Parents understand that children's names are not used when their images are displayed on our website or social media or in widely distributed print materials. Parents may request, in writing, removal of their child's image from Cheney Parks & Recreation websites, in which case his/her image will be removed no later than seven days from receipt of the request. Email image removal requests or other comments and concerns about photos to kashe@cityofcheney.org.

ECHO

Parent Involvement

Cheney Parks & Recreation believes that it's best to work as a team in partnership with parents to meet the needs of each child. We encourage parents to take an active role in their children's before and after school experience. During registration, parents are asked to review all program policies and procedures, and to contact the Recreation Director for clarification or with any questions. Once a child has confirmed enrollment, parents are welcome to visit program sites at any time unless access is denied by court order. Additional information concerning Cheney Parks & Recreation programs and events can be accessed on our website, <https://www.cityofcheney.org/177/Parks-Recreation>.

Parent Concerns

If there are any concerns about the ECHO program, parents are encouraged to communicate their concerns to the site supervisor. If the resolution presented by the site supervisor is unsatisfactory, please direct any concerns to the Recreation Director.

Surveys

Surveys will be distributed throughout the year. Please take the time to fill out the survey, which will be emailed. This is one of the ways that we are able to receive direct feedback on our programs.

We want to know if we are meeting the goals and expectations of parents and children. This information is used to improve Cheney Parks & Recreation's ability to meet the needs of our children and parents involved in our programs. The information gathered is also used for the development of staff and leadership personnel within Cheney Parks & Recreation, and is used for ongoing program evaluation.

We welcome all comments and concerns. Hearing them helps us to improve our programs and services.

ECHO

Health and Safety

Health History and Emergency Care Plan

When registering children and prior to the first day of attendance, parents must provide a completed health history and emergency care plan form. This information must be updated at least annually to ensure that information such as current health conditions are up-to-date. Completed health history and emergency care plan forms are kept on-site and accompany the children throughout the day.

Program Preparedness

Cheney Parks & Recreation has developed policies, procedures, and practices which work to reduce and eliminate risk elements in ECHO. The following practices will help to support ECHO in its preparedness goals:

- Completed health history and emergency care plan forms are available on site.
- Cheney Parks & Recreation will comply with state guidelines regarding CPR and first aid training for staff.
- First aid kits will be kept stocked and available on site at all times.
- Each staff member will receive training on universal precautions regarding the use and disposal of personal protective equipment and the handling of bodily fluids. Staff will be current in their first aid training and will know where supplies are kept.
- Emergency medical source and location information will be posted.
- Accommodation plans for children with special health concerns will be kept confidential beyond being shared and accessible to all staff assigned to care for that child through the on-site registration binder.
- Each program will have communication devices (cell phones) that will allow staff to communicate within the program and in an emergency inside and outside of the program space.
- If needed, children will be offered time and space to rest.

When we leave our main site to go elsewhere, such as on a field trip or to the playground, staff will leave a sign posted to let others know where children are. Please look for these signs if you come into our program area and we're not there.

Illness

While we are working with children, we stay vigilant for any signs of illness. If a child arrives at ECHO ill or becomes ill during their time at ECHO, we'll take the following steps:

- A staff member will spend some time with the child to assess the nature of the problem.
- If the child is obviously ill or uncomfortable, staff will contact the child's parents.
- The child will rest in the Parks & Recreation office, isolated from the other children, while waiting for his or her parent to pick him or her up.
- Parents of ill children are encouraged to come as soon as possible.
- If the parent cannot be reached, staff may call an emergency contact to come and pick up the child if appropriate (provided that the emergency contact is an authorized pick-up person).

Children with any of the following conditions may NOT attend or remain at ECHO. Children should be symptom-free for 24 hours before returning to ECHO and may require a physician's note stating that the condition is not contagious and/or a risk to others and that the child may return to ECHO.

- Fever: having a temperature of 100°F/38°C or greater
- Diarrhea: five or more loose, watery stools within 24 hours
- Vomiting

- Sore throat/difficulty swallowing
- Undiagnosed rash or spots on skin
- Lice or nits
- Severe itching
- Mouth sores
- Cloudy eye discharge
- Uncontrolled coughing
- Difficulty breathing, wheezing

COVID-19

Children with any of the following conditions may NOT attend or remain at ECHO. Children should be symptom-free for two weeks before returning to ECHO and will require a physician's note stating that they no longer are infected with COVID-19.

- Fever: having a temperature of 100°F/38°C or greater
- Diarrhea
- Sore throat
- Dry, persistent cough
- Chills
- Repeated shaking with chills
- Muscle or body aches
- Headache
- New loss of taste or smell
- Nausea or upset stomach
- Congestion or runny nose
- Fatigue

We understand that it's difficult when your child becomes ill and parents are at work. We'll do our best to care for your ill child at the program. Please also understand that bringing a sick child to the program can jeopardize the health of other children and staff. We encourage parents to make back-up arrangements to care for ill children if they are unable to leave work.

Some chronic and seasonal conditions may resemble colds or eye infections; please provide a note from the child's physician that explains the condition, or let us know when going through the registration process.

Injury Response

Staff will administer first aid to children. Superficial wounds (scrapes, etc.) will be cleaned with soap and water and covered with a bandage. Staff will notify the parents of the injury and first aid at pick-up.

- In the event of an injury to the head or any injury that may require additional medical attention, the parents will be notified immediately.
- If the parents are unable to be reached, staff will contact the emergency contact person as specified on the registration form.
- If staff are unable to connect with parents and emergency contacts, staff will monitor the child. If additional or immediate medical attention is required, staff will call 911.

Serious Injury Response

In the event of a serious injury or life-threatening emergency, staff will contact 911 emergency services immediately. Staff will notify parents of the injury and follow their instructions.

Accident Reporting

- Parents will be informed of minor injuries, with a copy of a completed accident report.
- Parents will need to sign the form before they leave with their child. Parents may request a copy of the form after it has been signed.
- The Recreation Director will review log entries with site staff on a weekly basis to look for trends, and will work on plans to help manage risk and minimize future injuries.

Medication Management

We want our participants to have a fun and safe experience. For some, that means receiving their medications on time during the day. Medications may only be administered by a parent, adult authorized by the parent, or self-administered. Staff are NOT permitted to administer any type of medication.

Medication Use and Storage Policy

Cheney Parks & Recreation and ECHO staff do not store any medications.

ECHO

Emergency Procedures

Planning for Evacuation in the Event of Fire

ECHO follows the school fire evacuation plans. Fire drills will be practiced once a month at each site.

Planning for Severe Weather

ECHO will remain indoors if the air quality reaches the Unhealthy level on the Current Air Quality Index posted on the Spokane Regional Clean Air Agency website at <https://www.spokanecleanair.org/current-air-quality>.

Food Allergies

It is vitally important that any and all allergies to food be communicated during the registration process. Based on the health history and the emergency care plan form, accommodation plans, if needed, will be created to fit the individual needs of our participants. Parents are responsible for providing the items necessary for the accommodation plan.

Special Diets (Excluding Food Allergies)

Parents are responsible for providing all food if a child requires a specialty menu (vegetarian, Kosher, etc.).

Medical Emergencies

Whenever there is a medical or dental emergency and a child needs to be transported, rescue is called to transport the child to the hospital if parental permission is granted or the parent is unavailable. If parental permission is not granted for the program to call rescue for transportation, then a parent/guardian is called to transport the child. If a child is transported to an emergency facility, parents/guardians are notified immediately.

Administering Medication

Cheney Parks & Recreation staff are unable to administer any type of medication. It is up to the parent/guardian to administer medication before or during our programs. This includes over-the-counter medication. As a parent or legal guardian, you authorize a licensed physician or licensed dentist to examine your child; and in the event of injury, to render such emergency care as he or she deems necessary for the treatment of such injury, including consultation and treatment by a specialist, including a surgeon.

Missing Child Procedure

Attendance will be taken in the first 10 minutes of each program. If a child scheduled to be there is not in attendance, staff will take the following actions:

- Check absentee list to see if child attended school that day.
- Check with the Recreation Department to see if a message was left by the parent.
- Check with the child's teacher to determine if he/she knows the child's location.
- If the above steps are taken and the child is not accounted for, the site supervisor will:
 - Immediately call the parents to locate the child. If parents cannot be reached, all other emergency contact names will be called.
 - If we are unable to reach anyone, the police will be contacted immediately.
 - Child Protective Services will be contacted.

Contact the Recreation Department if your child will not be attending on any given day.

In the event a child goes missing from the ECHO Program, the following procedure will occur:

- The remaining children in the program will stay together with at least two staff members.
- Staff will search the building rooms and grounds.
- If the child has not been found within five minutes, police will be notified.
- Parents/guardians will be informed immediately after police have been notified; parents/guardians will be updated every 15 minutes.

ECHO Staffing

Supervision and Staffing

All staff are required to have First Aid and CPR certifications, a negative TB test, a food handler's permit, a successful background check, and attend staff training once a month. Each school has an onsite site supervisor who will provide direct supervision and development of the program. The staff/student ratio is 1:10.

Ratios and Regulations

ECHO ratios are 1:10 for all age levels. Our policy is that a child will never be one-on-one with staff. There will always be at least two staff members present. All staff are certified in CPR and first aid.

Staff Training and Site Orientation

Our staff receive training prior to ECHO starting, which will include the following topics:

- ECHO policies
- Confidentiality
- Child abuse and neglect recognition and reporting
- Participants' health and wellness
 - Health observation and precautions
 - Infectious disease control
- Field trip procedures
- Emergency training
 - First aid and CPR
 - Fire, including fire extinguisher use
 - Unauthorized intruder
- Participant supervision and tracking regulations and procedures
- Identification of potential hazards and how to protect children from these hazards
- Sharing of a child's specific health care needs, including children with disabilities
- Child management techniques, including working with children who are crying or distressed
- Missing child response procedure
- Job responsibilities and job descriptions
- Documentation
- Required attendance at staff meetings
- Telephone procedures, including finding the closest phone

Discipline Policy and Procedures

Our number one goal is to provide a safe, caring, and respectful environment for all of our participants. We strive to achieve this through positive role modeling by our staff, recognizing and praising good citizenship, ongoing dialogue with parents/guardians, promoting good sportsmanship, and maintaining clear, consistent rules that apply to each individual program.

In the event a participant is struggling with adapting to our safe, caring, and respectful environment, the following disciplinary procedures will be in place.

Processes and Consequences for Minimally Disruptive Behavior

Minimally disruptive behavior includes teasing, name calling, over-competitiveness, bullying, arguing, not following directions, disregarding program rules, etc. The following steps will be taken:

- Verbal reminder given.
- Participant rehearses appropriate behavior.
- Staff gives consequences related to the misbehavior that will reinforce the preferred behavior in that situation (e.g., apology, time out, loss of privileges, parental contact).

Processes and Consequences for Moderately Disruptive Behavior

Moderate disruptive behavior includes a second incident of the above behaviors, as well as swearing, “simple” noncompliance with staff, etc. The following steps will be taken:

- Verbal warning given.
- Participant rehearses appropriate behavior. Meets with site supervisor to further process incident. Discussion takes place how best to deal with similar situations.
- Consequences will be given to further reinforce the preferred behavior (apology, loss of privileges, time out, etc.).
- Conference (phone or in person) to notify parent/guardian about problem. Further consequences may be discussed if behavior is not changed (suspension from program, loss of certain privileges, etc.).
- Recreation Director is contacted. May further process incident.

Processes and Consequences for Severely Disruptive Behavior

Severe disruptive behavior includes repeated incidences of above behaviors, as well as provoked physical aggression, serious noncompliance with staff, etc. The following steps will be taken:

- Participant is immediately removed from the setting. Processes incident with the site supervisor. Participant does an appropriate time-out.
- Site supervisor will meet with participant to process incident.
- Parent/guardian contacted. Meeting with parent/guardian, child and site supervisor must take place that day. Depending on severity of incident, meeting may be required before child is allowed back into the program.
- Consequences appropriate to the misbehavior are determined by the site supervisor, Recreation Coordinator, and/or Recreation Director (e.g., restitution, suspension from program, removal from program, etc.).
- Recreation Director will be informed and may participate in the process.

- In the case of provoked physical aggression, the first two offenses will result in a week suspension from the program. If there is one more incident after the participant is allowed back, the participant will be expelled from ECHO and possibly any future programs. No refunds are allowed for suspensions or expulsions.

The police may be contacted in the following circumstances; parents will be notified immediately. Removal from program will result/possible suspension from further programs may occur. No refunds.

- Participant engages in unprovoked aggression (intensity of aggression is considered) that results in an injury.
- Participant physically assaults a staff member.
- Participant needs to be physically restrained.
- Participant brings a weapon.
- Participant commits vandalism.
- Participant is under the influence or possesses alcohol or illegal drugs.
- Participant leaves the program grounds.

Weapons Policy

Consistent with the law, all weapons are banned from schools and school district property. This policy includes weapons brought into the buildings, on the grounds, in the parks, or present at any off-site Recreation-sponsored activity. The term “weapons” includes guns, knives, explosive devices, or any other objects which could render harm to an individual.

Drugs and Alcohol Policy

The ECHO Program and school district prohibit the use, possession, distribution, and sale of alcohol, tobacco, other drugs, or any substance portrayed as a drug, or any devices associated with these substances, in all buildings and grounds owned, operated, or rented by the Cheney School District, or at any school-sponsored activities.

Termination of Childcare Services

The Cheney Parks & Recreation Department reserves the right to discontinue childcare services under any of the following conditions:

- Failure to abide by any of the registration agreement conditions as itemized in this handbook or registration packet.
- Severe behavior by the child that disrupts the group, including repeated instances of failing to listen to his/her staff; refusal to follow program rules; excessive use of physical force, including hitting, pushing, kicking, or biting; or excessive threats to use physical or verbal abuse.
- Failure of parent/guardians to treat staff or other parents or children respectfully. Disrespect includes inappropriate or abusive language, behavior, or threats.
- The ECHO Program follows a zero-tolerance policy in regard to weapons. Any participant, parent/guardian, or family-authorized adult that uses or possesses or threatens to use or possess a weapon at any time may be permanently expelled from the ECHO Program.

Enrollment Processes and Policies

Required Information for Enrollment

When registering your child, we will be asking for quite a bit of detailed information. This is done to ensure that we have the information needed to provide high-quality care, safety of our participants, and to protect the privacy of parents' information.

Here's how to register your child for ECHO:

- Complete the [registration form](https://www.cityofcheney.org/189/ECHO) on our website, <https://www.cityofcheney.org/189/ECHO>. The form MUST be completed in its entirety. All questions must be answered. If a question doesn't pertain to your child, please write "n/a," but do NOT leave any fields blank.
- AFTER you have submitted the form, call 509-498-9250 to enroll your child. Submitting the form does NOT enroll your child in ECHO. You MUST call us to enroll.

All required information must be received with complete information and have enrollment confirmed by Cheney Parks & Recreation before children may attend ECHO. A new registration form must be completed every year.

Payment

Payment **MUST** be received the **Thursday of the week prior** to when your child attends ECHO to avoid incurring a late fee. Children will not be admitted to ECHO without prior payment.

Sign-In/Out Identification

In order to keep children safe and to make sure that they're going home with authorized adults, staff will ask to see the photo I.D. of the person picking up the child until the staff is familiar with the pick-up person to know them on sight. Please have your photo I.D. available when picking up and make sure to tell anyone who is authorized the same.

Sign-In

Please make sure to sign-in your child(ren) as soon as you arrive at ECHO. Children must be signed in by parents or other authorized persons at least 18 years of age or older.

Sign-Out

At the end of the day, please make sure to sign out of ECHO. Parents and other authorized persons at least 18 years of age or older may pick up the child(ren) and sign them out. There will be a clipboard that will require the time the child is picked up and initials of the authorized pick-up person.

Early Drop-Off and Late Pick-Up

It's important to respect the start and end times of the program. We are not able or staffed to accept children into our program until 6:15 a.m. Likewise, we must have all children picked up by 6:00 p.m. If, for any reason, a parent is not able to pick up his/her child by 6:00 p.m., the parent must arrange for an alternate pick-up plan for their child. Please call the Recreation Director to inform them of any changes.

- If a child is not picked up by 6:15 p.m., the site supervisor will call the emergency pick-up listed on your application. Late pick-up fees need to be paid before your child may return to ECHO the next day.
- If the site supervisor has been unable to successfully reach any name or numbers on the application by 6:30 p.m., the police will be called to assist with locating an authorized person to pick up the child.

- Children will only be released to those persons listed on the registration form as authorized person to pick up. Any other person coming to pick up a child must have a note signed by the parents and must be someone the child recognizes.

COVID-19 Policies & Procedures

Screening Procedures

If a child or staff is suspected to have COVID-19 based on the above assessment, a face mask will be placed on the individual. The child or staffer will be isolated. Parents will be notified immediately and asked to pick up their child. The SRHD will be notified. Staff will be sent home immediately. Children and staff are not permitted to return until confirmation of diagnosis can be made. If tested positive, the child and their household will remain home until it is determined they are cleared of infectious risk. The area where the child or staffer was in will be thoroughly disinfected.

- Children will be asked daily if they have any COVID-19 symptoms:
 - Have you experienced a cough, shortness of breath or difficulty breathing, fever, sore throat, chills, a new loss of taste or smell, muscle or body aches, nausea, vomiting, diarrhea, congestion or runny nose not related to seasonal allergies, and unusual fatigue.
 - Does anyone in your household have any of the above symptoms?
 - Has your child been in close contact with anyone with suspected or confirmed COVID-19?
 - Has your child had any medication to reduce a fever before coming to care?
- If the answer to all of the above questions is “no”, the child will be checked for signs of being sick, such as flushed cheeks and tiredness. If a “yes” answer is given to any of the above questions your child will not be permitted to attend camp
- Every day, children’s’ temperatures will be taken upon arrival, before entering the building. Any temperatures over 100.4 will be sent home.

When to Wash or Disinfect Hands

- Before eating
- Upon entering the building in the morning or coming in from outside play
- After being in contact with someone who may have been sick
- After touching frequently touched surfaces (railings, doorknobs, counters, etc.)
- After using the restroom
- After using common items, such as sports equipment, craft supplies, etc.
- After coughing, sneezing, or blowing your nose.

How to Wash your Hands

1. Wet your hands with clean, running water.
2. Lather your hands by running them together with soap. Make sure to lather the back of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds (about the time it takes to sing “Happy Birthday” twice)
4. Rinse your hands well under clean, running water
5. Dry your hands using a clean paper towel or an air dryer

How to use Alcohol Based Hand Sanitizer

We will encourage the use of soap and water over hand sanitizer, but when we are outside and not within immediate reach of running water and soap, we will utilize hand sanitizer that has greater than 60% ethanol or greater than 70% isopropanol.

1. Apply the product to the palm of one hand
2. Rub your hands together. Make sure the sanitizer comes into contact with the back of your hands, palms, between your fingers and fingertips.

Cleaning & Disinfecting

To minimize transfer of coronavirus at ECHO, increased and enhanced cleaning measures have been implemented. Staff will wear gloves and face masks when disinfecting. They will ensure proper ventilation and

that children are clear of the area. We will use Lysol disinfectant spray, Lysol disinfectant wipes and 64 Ful-Trole 64 Disinfectant Cleaner. More information can be found here: <http://multi-clean.com/wp-content/uploads/2014/07/64Ful-TroleSDS.pdf>

Communal Spaces

Communal spaces will be disinfected at the end of each shift.

Shared Items

While limiting the use of shared items, they will be cleaned and disinfected between each use. Items will be assigned when possible to reduce the quantity of shared items.

Frequently Touched Surfaces

Staff will be cleaning and disinfecting frequently touched surfaces and common spaces once an hour. That includes, door knobs, countertops, desks, drinking fountains, hand railings, and faucets.

Transportation to and from ECHO

Drop-Off

Only one parent/guardian can drop their child off, and it is recommended that it be the same parent/guardian each time. When dropping your child off, please maintain social distancing by standing by the cones that are placed outside if there is more than one child being dropped off at the same time. Please stay close to or inside your vehicle until it is clear to drop off your child. All drop-offs will occur outside of the facility. Please be as brief as possible when saying goodbye. Other children will be waiting to be dropped off. Upon arrival your child will:

- Be asked daily if have they have experienced a cough, shortness of breath or difficulty breathing, fever, sore throat, or have lost their sense of taste or smell.
- Have their temperature taken. If it is above 100.4 they will not be permitted to attend camp until their fever is back to normal and they show no signs of COVID-19.
- Be instructed to wash their hands upon entering the facility.
- Have their bag disinfected by a staff person upon arrival.

Pick-Up

Only one parent/guardian can pick-up their child, and it is recommended that it is the same parent/guardian each time. When you arrive, please call the ECHO phone at 509-939-4386. A staff member will bring your child out to the parking lot and have you sign your camper out. Encourage your child to wash their hands for at least 20 seconds when they return home.

ECHO

Payment and Fees

Rates

All fees listed below are the per child rate. Shorter months and weeks are discounted and advertised in the monthly calendar. Subject to change.

	<i>Daily Rate</i>	<i>Monthly Rate</i>	<i>November 2021</i>	<i>December 2021</i>	<i>April 2022</i>	<i>June 2022</i>
AM	\$17.59	\$128.63	\$93.19	\$75.72	\$93.19	\$75.72
PM	\$23.62	\$238.05	\$170.96	\$138.90	\$170.96	\$138.90
AM & PM	\$32.29	\$280.35	\$201.24	\$163.51	\$201.24	\$163.51

Late Registration Fees

Payments that are not made to the Recreation Office by the Thursday of the week prior to your child's attendance at ECHO will be assessed a late fee. A fee that is paid late will not be eligible for resident rates or multi-child rates.

<i>Late Fees</i>	<i>Daily Late Fee</i>	<i>Monthly Late Fee</i>
AM	\$10.00	\$17.00
PM	\$10.00	\$17.00
AM & PM	\$12.00	\$17.00

<i>Multichild Discount</i>	
AM	\$15.00
PM	\$15.00
AM & PM	\$47.25

Payment Options

Cheney Parks & Recreation is happy to receive payments by cash, check, and credit or debit card. Checks should be made payable to City of Cheney. Unfortunately, at this time we do not have automatic withdrawal available.

Cheney Outreach Center

Tuition help might be possible through the Cheney Outreach Center. Please contact them to find out if you qualify. The Cheney Outreach Center office is open on Mondays 4:00 – 6:30 p.m. and on Wednesdays 8:30 a.m. – 2:00 p.m. Resident and income guidelines apply. Call ahead to learn what documents will be needed. Their number is 509-235-8900.

Tax Information

Parents can request information regarding childcare payments by calling 509-498-9250. The tax identification number for Cheney Parks & Recreation is 91-6001236.

Late Pick-Up Fees

Since our staff are only on payroll until 6:00p.m., we have adopted the following policy:

- All children must be picked up no later than 6:00 p.m.
- The parent of any child who has not been picked up by 6:00 p.m. will be charged \$16.50 per five (5) minutes.
- You will be given a bill that must be paid within five (5) business days.

If this is a continued occurrence of more than three (3) times during the course of the school year, Cheney Parks & Recreation may choose to remove your child from the program.

ECHO

Contact Us

Website

<https://www.cityofcheney.org/177/Parks-Recreation>

Cheney Parks & Recreation Office

615 4th Street

Cheney, WA 99004

P: 509-498-9250

E: lbridges@cityofcheney.org

Recreation Director

Kelly McGinley Ashe

P: 509-498-9290

E: kashe@cityofcheney.org

Recreation Coordinator

Alyssa Gonzalez

P: 509-498-9251

E: agonzalez@cityofcheney.org

Wren Pierson Community Center Site Phone

P: 509-498-9250

Windsor Site Phone

P: 509-559-4261

Snowdon Site Phone

P: 509-559-4356