



The June Bug Center Programming Handbook and COVID-19 Preparedness Plan

This handbook will familiarize you with our policies, procedures, and schedules. If you find that you have a specific question that is not answered in this handbook please feel free to contact our Main Office at:

Phone: (540) 745-6550

Email: emily@thejunebugcenter.com

**Revision made August 2020*

Our Mission Statement:

The June Bug Center for Arts and Education (JBC) is a 501(c)(3) non-profit dedicated to providing music, performing arts, and STEAM (Science, Technology, Engineering, Art, Mathematics) through ongoing afterschool programs, classes, and community theatre productions that are affordable to the New River Valley community.

The June Bug Center is committed to providing a safe and healthy workplace for all staff, contracted instructors, families, renters, students and visitors. To ensure we have a safe and healthy workplace, the JBC has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces. The JBC has the full support of the Board of Directors in enforcing the provisions of this plan.

The June Bug Center's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Virginia, available at the Virginia Department of Health's website (<https://www.vdh.virginia.gov/coronavirus/>), which is based upon Centers for Disease Control and Prevention (CDC) guidelines for COVID-19 and Virginia's relevant and current executive orders.

Equal Education Opportunity Statement:

The June Bug Center does not discriminate on the basis of race, color, national origin, religion, political affiliation, disability, sexual orientation, or gender in its educational programs or activities.

Programming Schedule

The June Bug Center's Board and staff have come up with the following schedule that will be the best option to limit class numbers and comply with our social distancing guidelines.

Families now have the option to enroll in programming for six weeks at a time instead of the regular semester schedule.

For fall 2020, the six weeks will be scheduled as such:

First Six Weeks: September 14th - October 23rd

Week break in between

Second Six Weeks: November 2nd -December 11th

Winter Break

Fall Schedule:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
N/A	LEGO 1-3p.m.	Computer Camp 1-3p.m.	Acting Out (7th-12th) 1-3 p.m.	Improv (4th-6th) 1-3p.m.
N/A	Robotics 3:30-5:30p.m.	Blue Ridge Strings 3:30-5:30 p.m.	Acting Out (3rd-6th) & Musical Theatre for Teens 3:30-5:30 p.m.	Improv (7th-12th) 3:30-5:30 p.m.

***A fall calendar will be provided to registered families for programming schedules.**

Please call 540-745-6550 to learn about virtual lessons in theatre and musical theatre.

Cancellation Policy

Registration fees are fully refundable if cancellation is made before the program registration is closed (September 7th). If cancellation is made after registration is closed, only 50% of the registration fee will be refunded unless otherwise noted by the program description.

- If students have a loaned instrument and have cancelled their registration, there will be a fee of \$20 until the instrument is returned. (Please see Instrument Loan Agreement)
- Due to the rapid changes in research and guidelines for COVID-19 in our region, programs may be adjusted throughout the semester to help keep our community safe.

OFFICE HOURS

Our hours vary depending on our programs and events. Please call 540-745-6550 or email emily@thejunebugcenter.com to schedule a meeting or visit.

Site Location: 251 Parkway Lane S. Floyd, VA 24091

Junebugcenter.com

*The JBC reserves the right to make changes to any policy, procedure, tuition rates, fees, or other processes and information disclosed in this handbook, our rate sheets, or our enrollment forms without prior notice. We reserve the right to maintain the safety and security of the children & families enrolled in our programs and instructors hired by the JBC.

Our Programming Instructors:

The JBC afterschool program is extremely careful when considering who will be instructing your child. All of our instructors are professionals in their field and are required to go through our safety procedures before hired. This includes:

- A Background Check and Investigation
- Meeting minimum educational requirements for all site managers/directors to include a high school diploma, associate's degree, endorsements, BA in childcare and/or related field, or at least 48 semester hrs from accredited college or university.
 - First Aid & CPR (cardiopulmonary resuscitation) Certified.
- Semester staff meetings that include positive behavioural training and COVID-19 Preparedness Training
- Qualified to teach advanced curriculum activities that are fun for the children, while offering educational value

*The JBC has an open door policy; we want families to know that they can always call or come to our main office with concerns at any time. We are here to serve you!

COVID-19 GUIDELINES:

SOCIAL DISTANCING GUIDELINES FOR EACH CLASS SPACE:

Dance Studio: Occupancy 12: 1,080 sq. ft. For: JAMS, Blue Ridge Strings, Acting and Musical Theatre Programs



THEATRE: Occupancy 12 1,320 sq. ft. for JAMS, Acting, and Improv
(spots are laid out for warm-ups and then groups will be split up)



Lobby: Occupancy 11, for Robotics, LEGO and Computer Camp



FACE COVERINGS:

All staff members, instructors, and students are required to wear masks during programming. Please notify a JBC staff member before programming starts if you do not have a mask and the JBC will provide you with some. Face coverings should cover nose and mouth.

NEW DROP-OFF & PICK-UP POLICY:

Unfortunately, due to schools having a strict bus schedule/guidelines, the public school's transportation department will be unable to provide after school transportation to our programs. We will notify families when schools will allow transportation again.

- 1) Drop-off and pick-up will take place in front of the building. A JBC staff will reach out to you before programs start to notify you which building the program will be held in. Please pull up to an available parking space closest to the front entrance.
- 2) Drop-off: Parents are asked to wait in their car with their student. Upon arrival, one of the JBC staff members will come to each car to walk you student in. Your student will be asked to apply hand sanitizer that is provided by the JBC and have their temperature taken by our infrared thermometer.

- 3) Pick-up: Parents are asked to wait in their car. Upon arrival, one of the JBC staff members will bring each student to their prospective parent/ car.
- 4) If you need to get a hold of your camper at any time throughout the day, or drop something off to them, please call the JBC office at 540-745-6550.

*Please make sure that all individuals that have permission to pick your child up is listed under “*allowed pick-up*” on your registration form. We will not allow your child to leave until we have parent/guardian approval.

CLEANING OF FACILITIES:

Each area will be cleaned properly after every use. Door handles and high contact areas such as sink handles will be cleaned after every program. For programs such as Robotics, Computer Camp and LEGOS, students will receive their own kit that will not be shared during the whole program. Kits will also be sanitized after each use. For Musical theatre programs, singing will be done outside.

COVID-19 GENERAL STATEMENT:

If your child is sick or has been in contact with someone who has tested positive for COVID-19, please keep them home from programming. We kindly ask you to take your students temperature before programming and if a student has a fever, they will not be allowed on site, and we ask that you keep them home for a minimum of 24 hours after the fever has subsided. If you have been exposed to COVID-19, it is essential that you notify us immediately, and we ask that you please do not attend JBC programming.

NOTIFYING FAMILIES AND WORKPLACE:

If a student or staff member was to test positive for COVID-19, all families and instructors will be notified by the JBC board or Executive Director within 24 hours through email. Families in that program will be notified of where and when the individual was last in that area. The identity of the individual will be kept confidential in accordance with the requirements of the Americans with Disabilities Act (ADA) and other applicable federal and Virginia laws and regulations.

RESPONSE TO COVID-19 IF IN WORKPLACE:

If an instructor tests positive for COVID-19, programs will be postponed for 14 days, or until an instructor tests negative for COVID-19.

REPORTING SYMPTOMS:

Students experiencing symptoms of COVID-19, and no alternate diagnosis has been provided by a medical professional, will be asked to stay home from June Bug Programming for 14 days, or until a negative test can be provided. Symptoms of COVID-19 that fall under this policy are, but not limited to, the ones listed below:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Others as noted by the CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If a student notifies an instructor that they are not feeling well, the parent will be notified and the student will be isolated with a staff member until their parent arrives to pick-up early.

ACKNOWLEDGEMENT OF GUIDELINES AND ASSUMPTION OF RISK FORM

After reading the June Bug Center's Protection Plan, please sign below acknowledging that you understand the JBC guidelines and the assumption of risk.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my student and I may be exposed to or infected by COVID-19 by attending a JBC Program and that such exposure or infection may result in personal injury and illness, I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my student or myself. On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the June Bug Center, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the June Bug Center, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any JBC program.

Print Name

Signature

Date

The JBC's Expectations for Programming

1. Treat others the way you would like to be treated-we are a Bully Free Zone!
2. Listen to the instructor the first time directions are given.
3. Respect everyone's personal space. Please explain to your child the importance of not hugging, high fiving, shaking hands, etc.
- 4.. Use "walking" feet inside.
5. Always do your best! Do what is right, not what is easy.

Please be sure to go over these expectations with your child prior to the start date of the programs. We want every student to have a fun and safe experience!

What happens if my child receives a behavior notice?

Level 1 Behavior Notice: Name calling, screaming, not following directions, not sharing, etc.

- This level of behavior is handled by documenting the incident and reviewing with parents/guardians after the program.
- If a minimum of 3 notices occur within a consecutive 3 week period, there will be a written warning and a scheduled meeting with the parent/guardian.
- If after the warning any additional notices occur, the student will be removed from the program until the next semester.

Level 2 Behavior Notice: Includes level 1 behavior and spitting, throwing objects, damaging property, and causing/threatening harm to themselves, a friend, or staff member, running away, etc.

- A call to pick up early will immediately be made if it is not the last 30 minutes of the program. Students will stay with the Director until parent/guardian comes and a meeting will follow to discuss students actions.
- If after the warning any additional notices occur, the student will be removed from the program until the next semester.

At any level of behavior, The June Bug Center reserves the right to separate care from a child/family if we feel it is in the best interest of other children, families, and staff within the program, thank you.

Injury or Broken Limb

1. If a child is injured:

a. All directors are to be First Aid/CPR certified. A Director will administer 1st Aid as necessary and make the child as comfortable as possible

b. Parents will be notified by phone and/or accident report c. An "Accident Report" will be completed for you to sign (Any injury to the head results in an "Accident Report" even if no external symptoms are present)

2. If a child breaks a limb or is seriously injured/allergic reaction:

a. Our staff will call 911, and then call the parents

b. Our site manager will ride in the ambulance with the child

New Virginia Licensing Requirement: If a child is injured while in our care, but is not transported to an emergency care facility from our care; after you pick your child up and you decide later to seek medical care, please notify us within 24 hrs of seeking medical care as we are mandated to report this incident. Our main office # is: 540-745-6550.

Closures and Inclement Weather:

For the 2020-2021 school year, the June Bug Center will not be following the public schools schedule. If there is inclement weather, an email notification will be sent out to families if the program is cancelled. A makeup day will be scheduled after that.

TUITION:

The June Bug Center is a 501(c)(3) that depends on individual donors, foundations, and program tuition to stay in operation. We are very fortunate to be able to provide these opportunities at an affordable rate for the community. Tuition for a program is now every six weeks and includes two hours of enrichment and all program materials and instruments.

*There will be no snack this year due to COVID-19 regulations

We want every family to be part of our programs regardless of their household income. The June Bug Center has a reduced tuition option that is on a sliding scale. Please see our reduced tuition chart below to see if your family qualifies. To apply, please click the reduced tuition option when registering for a program and a JBC staff member will send you the application.

*There is a 10% discount for all siblings and registering for multiple programs.

This chart is based on Virginia's Federal Income Eligibility:

Number in Household	Tuition based on Income:			
	\$30	\$45	\$70	\$90
2	\$0-\$16,910	\$16,911-\$22,547	\$22,548-\$28,183	\$28,184-\$33,820
3	\$0-\$21,330	\$21,331-\$28,440	\$28,441-\$35,550	\$35,551-\$42,660
4	\$0-\$25,750	\$25,751-\$34,333	\$34,334-\$42,917	\$42,918-\$51,500
5	\$0-\$30,170	\$30,171-\$40,227	\$40,228-\$50,283	\$50,284-\$60,340
6	\$0-\$34,590	\$34,591-\$46,120	\$46,121-\$57,650	\$57,651-\$69,180
7	\$0-\$39,010	\$39,011-\$52,013	\$52,014-\$65,017	\$65,018-\$78,020
8	\$0-\$43,430	\$43,431-\$57,907	\$57,908-\$72,383	\$72,384-\$86,860

Please see reduced tuition application below:

Requirements to maintain the scholarship and reduced tuition:

*Students will maintain regular attendance to programs. Only three absences allowed.

*Students will receive no more than two behavioral notices per semester.

*Parents will be willing to help volunteer for any fundraisers that are produced to assist the student's program.

Student's Name _____ Grade _____

Parent/ Guardians Names: _____

Number of Programs your child is enrolled in at The June Bug Center: _____

Number of Members in Household: _____ Employment Status: _____

Do you qualify for Free/Reduced lunches or financial hardship in your household? YES NO
(Please see Financial chart above)

Household Income: _____

*Please read and sign Reduced/Scholarship agreement below

*If selected, I understand that I will need to provide a copy of my income tax form, or any other forms that show annual household income.

*I understand that the benefits of this scholarship consist of being able to participate fully in afterschool programs, including all classes and the use of equipment. This scholarship provides access to this program with no monetary exchange. While you will not be asked to pay in full to participate in this program, you are required to commit your intention and attention to benefit from this program and continue your eligibility to participate. Failure to do so will result in your immediate removal from the program.

Requirements: (Please initial)

____ I will attend all classes (You are only allowed three excused absences from this program)

____ I will be prompt for each session and stay throughout each lesson.

***For music programs only

____ I will respect the instrument I've loaned. I understand I am responsible for its replacement if it's irreparably damaged.

Signature _____ Date _____ *Please attach proof of income, thank you!

*** The June Bug Center also has scholarship options for programs.
Please call 540-745-6550 to learn how to apply.

Registration Form

*The June Bug follows the schools schedule and will cancel programs when school is closed/ has an early release.

Forms must be completed and signed by the parents/guardians before first session ends

Student's Name _____ Grade _____

School _____ Parent/ Guardians Names: _____

Address _____ Home Phone _____

City _____ Zip Code _____ Cell Phone _____

Email Address _____ Work Phone _____

*An email address is required to get updates on programming and cancellations, thank you.

Who has permission to pick up your child? (Please provide names of all individuals who are allowed to pick up your child.)

I am interested in volunteering for the JBC through:

Please check all that apply

_____ Fundraising _____ Center Cleaning Days

_____ Events _____ Marketing

***Please continue to next page**

Permission/Emergency Contact Information (Must be completed by parent/guardian)

I _____ agree to hold the June Bug Center, their Board members, agents, staff, student instructors and/or any other affiliates free from any liability; both expressed and implied, due to any harm to my child or his/her personal belongings during program attendance.

Emergency Procedures:

If I cannot be reached, and the program authorities have followed the emergency procedures below, I agree to assume all expenses for moving and medically treating this student. I also hereby consent to any treatment, surgery, diagnostic procedures, or the administration of anesthesia which may be carried out based on the medical judgement of the attending physician.

1. In a life threatening emergency ONLY, 911 will be called first.
2. In a non-life threatening emergency, the program coordinator will call home. If there is no answer the parent or guardians employment will be called.
3. If none of the above answers, the program coordinator will call an ambulance if necessary to transport the child to a local medical facility.
4. Based upon the medical judgement of the attending physician, the child may be admitted to a medical facility.
5. The program coordinator will continue to call the parents, guardians or physician until someone is reached.

If parents/guardians cannot be reached, who should we call?

Name/Relationship _____ Phone _____

Name/Relationship _____ Phone _____

Please list any allergies, medical conditions, medications, or other information/needs about your child that The June Bug Center staff should be aware of:

***Please continue to next page**

Initial the statements below:

_____ At any level of behavior, The June Bug Center reserves the right to separate care from a child/family if we feel it is in the best interest of other children, families, and staff within the program. The June Bug Center's Discipline Philosophy is to encourage self-control, self-esteem, and respect for all children and adults. Conscious Discipline is a whole-school solution for social-emotional learning, discipline and self-regulation. Our strategies and structures transform our afterschool program's culture into a safe place of cooperation, constructive, problem-solving, and academic success. *Please see the Afterschool Handbook for our behavior notice policy.

_____ In accordance with section 8.01-40 of the Code of Virginia, I hereby give permission for my child to be photographed during this activity, and I give The June Bug Center permission to use or distribute such photographs and identification for the sole purpose of promotion of the programs, including, but not limited to, grant applications, promotional brochures and facebook. No photographs will be sold. Code of Virginia, Section 8.01-40: <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+8.01-40>.

*For Music Programs only:

_____ I will respect the instrument I've loaned. I understand I am responsible for its replacement if damaged. If I plan to not participate in the program, I understand that I will be charged \$20 monthly until the instrument is returned.

Parent/Legal Guardian Full Name: (Please Print) _____

Relationship _____

Parent Guardian Signature: _____ **Date:** _____

How would you like to pay:

Online: _____ In Person: _____ (We take cash, check, or card)

Instrument Loan Agreement

Student Name: _____

Teacher Name: _____

*Instruments are delicate and easily damaged. Utmost care is required to keep them in playable condition. Students **MUST** be very careful and we ask the parents **NOT** to allow siblings to “play” with these instruments. **Any and all damage will be the sole responsibility of the parents. Instruments must be brought to all classes and practices.**

Type of Instrument _____

Instrument # _____

Other Accessories _____

***I understand and agree to the above conditions and will allow my child to borrow this instrument and accessories from the JBC. I agree that we have received everything needed for this program. I will pay for any and all damages that occurs and will replace whatever is lost while in our possession.**

***I understand that if I cancel my program registration and do not return my loaned instrument, there will be a \$20 monthly fee until the instrument is returned.**

Parents Name (PRINT) _____

Date: _____

***I agree to take special care of this instrument. I agree to bring it to all classes. I also agree to practice as much as I can while I am at home.**

Students Signature _____

Date: _____

