

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



***Welcome to the June Bug Family!***

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: [shannon@thejunebugcenter.com](mailto:shannon@thejunebugcenter.com)**

**[resa@thejunebugcenter.com](mailto:resa@thejunebugcenter.com)**

*\*Revision made August 6th, 2021*

## **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.

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**OFFICE HOURS**

Our hours vary depending on our programs and events. Please call 540-745-6550 or email [shannon@thejunebugcenter.com](mailto:shannon@thejunebugcenter.com) or [resa@thejunebugcenter.com](mailto:resa@thejunebugcenter.com) to schedule a meeting or visit.

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

[www.Junebugcenter.com](http://www.Junebugcenter.com)

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\*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.

**Cancellation Policy**

Registration fees are fully refundable if cancellation is made before the program registration is closed. 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.

**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 hours 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!

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### **COVID-19 GUIDELINES:**

#### **SOCIAL DISTANCING GUIDELINES FOR EACH CLASS SPACE:**

According to the CDC guidelines for schools, social distancing for children is 3 feet apart. We have separate stations for our students and require that 3 feet distance at all times.

#### **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.

#### **SNACK BREAK / “MASK BREAK”**

We require that each class takes a 15-30 minute “mask break” where students go outside, distance themselves, take their masks off, and have their snack. This time will be in the middle of the 2 hour class to give them a break. Snacks are provided by the JBC but you are more than welcome to have your student pack a snack. We recommend students bring their own water bottle but we will have water available.

#### **NEW DROP-OFF & PICK-UP POLICY:**

*Public school transportation has returned for the 2021 year. Buses from each of the elementary schools will pick up students and drop them off at the JBC from programs.*

*Bus #10 will pick up at Indian Valley Elementary around 2:15 and Willis at 2:30 and drop off at June Bug Center around 2:50-2:55.*

*Bus #58 will pick up at Check Elem around 2:35 and drop off at June Bug Center around 2:50-2:55.*

*#10 and #58 sometimes have to run earlier depending if and when middle school sports have earlier games scheduled. If sports activities are canceled for some reason, then we would not run buses to June Bug Center that day.*

*Bus #35 will drop off students from Floyd Elementary and High School around 3:25-3:30.*

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.
- 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 student 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.

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### **The JBC's Expectations for Programming**

1. Treat others the way you would like to be treated-we are a Bully Free Zone!
2. Respect the Instructors, your friends, and the space.
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!

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?**

If the student was to interrupt the program due to behavior (screaming, name calling, not following instructions, not respecting the space, etc.), a staff member will speak to the parents/guardians at pick-up on the situation. If after the warning and the students behavior continues to disrupt class, or cause harm to another student or staff member, 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 Emergency Procedures**

If the student's parent/guardian cannot be reached, and the program authorities have followed the emergency procedures below, the parent/guardian agrees to assume all expenses for moving and medically treating this student.

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 or the emergency contact given. The director will administer First Aid as needed.
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.

**Closures and Inclement Weather:** The June Bug Center follows the public school schedule in regards to holiday and weather closings. 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.

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 call our office at 540-745-6550 to see if you qualify for our reduced tuition. You may then be required to fill out our Sliding Scale Tuition Form. \*Please note that not all programs/camps are the same pricing.

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

Number in Household	Tuition based on Income:			
	Tier 1	Tier 2	Tier 3	Tier 4 (Full Tuition)
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.

**Sliding Scale Application:**

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

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 \_\_\_\_\_



## **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.

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Print Name

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Signature

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Date