

# EDUCARE HANDBOOK



**MSGGA**

**Policies & Procedures for  
MSGGA's Educare Program**

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# Overview

## The Purpose of This Document

First, we need to reference the beginning of our mission statement:

“MSGA is dedicated to inspiring minds while building muscles with smiles and sweat”

The MSGA Educare program is unique, and in order to give our students the best chance and opportunity for academic success while maintaining our ability to function as a safe and operational business, the policies and procedures outlined in this document must be agreed to by all parties.

This document was created solely for MSGA, in accordance with state and local board of health guidelines, together with the guidance put forth by the CDC.

## This Document is as Fluid as the Situation

Everything about the disease, it's spread, governmental guidelines, social responses, the needs of our families, and the financial environment have been in constant flux. Our plan and procedures for how we address all of these things must be adaptable, purposeful, based in science, according to the regulations put forth by state and federal governments, and effective.

In order to do all of those things we cannot be afraid to constantly evaluate our policies and procedures, seek out new & sound information, and adjust our responses accordingly. MSGA will alter any and all of this handbook as needed to fulfill these goals.

## Mandatory Adherence to This Handbook

Given all the above, and in the interest of protecting the health and safety of the children entrusted to our care, MSGA will be enforcing all policies and procedures listed within this document during our return to play post Covid-19.

If a family, athlete, or employee is unwilling to abide by these policies and procedures, they will not be allowed to attend MSGA until either the MSGA Response Level or their cooperation have changed.

# **Policies And Procedures**

## **Policies and Procedures Micro-Classrooms and Your Child's Group Risk**

Our goal is to keep our micro-classroom groups as distinct as possible while practicing physical distancing, but we acknowledge that within each group, there will be interaction between those students. Our staff will attempt to mitigate the risks of those interactions as much as possible in accordance with our MSGA Health Handbook. While directing the students to physically distance, wearing masks at times throughout the day will be required.

Parents, students, and staff all must acknowledge, understand, and accept the fact that any environment in which two or more persons from different households come near each other, there is a chance for communicable diseases such as Covid-19 to be spread between those persons - despite any and all precautions we as a community might take. Our job is to make that risk as low as possible for the environment we are providing our students.

## **Educare Classroom Precautions and Policies**

Each pod will have their own dedicated classroom that they use each day. Within that classroom, each student will have their own learning space and table space, and these spaces will be distanced so as to keep the students at least six feet apart as they go through their school day.

If anyone leaves their group at anytime for any reason, they must sanitize their hands both upon exit, and re-entry to the group.

## **Your Families Commitment and Standards**

As a parent in the Educare program, your role in our collective health and risk management is critical. Before you send your child to our program, and throughout their term with us, you must ensure that not just your child, but your entire household, meets the following criteria:

- No one in your household has any of the Covid-19 symptoms listed below
- No one in your household has returned from any of the CDC Red Level Mandatory Quarantine locations in the last 14 days
- No one in your household has had exposure in the last 14 days to any person with a confirmed Covid-19 diagnosis
- No one in your household currently has Covid-19

If your child or anyone living in your household fails to meet the criteria above, your child will not be allowed to return to Educare until after a mandatory quarantine period, and / or a negative COVID-19 test (some circumstances will require a 14 day quarantine AND a negative test.)

## Symptoms of Covid-19

People with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with the following symptoms may have COVID-19:

### Red Level Symptoms:

- A fever of over 100° F
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Diarrhea
- Sore throat
- Nausea or vomiting

### Yellow Level Symptoms:

- Cough\*\*
- Headache\*\*
- Runny Nose\*\*

\*\* If any yellow level symptoms are present on their own, and not in combination with any other symptom, an assessment can be done and the student may be permitted to return to Educare.

This list does not include all possible symptoms of COVID-19, and is not intended to be used to diagnose nor rule out any disease. Less common symptoms have been reported. Only a healthcare professional can confirm or diagnose if a person has Covid-19.

## Consent to Contact and Information Disclosure

In order to effectively and efficiently ensure your student is completing and progressing in their school work, you grant MSGA permission to communicate with and advocate on behalf of your student with their school, teachers, tutors, or academic professionals. While MSGA will make every effort to communicate directly with you regarding all aspects of your child's learning, there may be instances where due to time or other issues we will not be able to do so in a way that ensures your student has the highest possible academic success.

If for any reason MSGA does directly contact with your students teacher or school, we will always either directly include you (such as an email CC) or will let you know about the communication and any response we received.

In addition, regardless of your child's age MSGA will need to know all of their log in credentials and any other individualized information that is required to ensure they can connect to and properly complete their e-learning and assignments. MSGA will keep all of this information confidential and in your child's file, as we do with any health information we may have. It is your responsibility to immediately let MSGA know if any log in information, including passwords, changes.

# **Student Policies**

## **Introduction**

Students within Educare will be expected to treat their academics seriously. This will require their attention and interaction with their e-learning resources. MSGA understands this is easier said than done, and no child will be perfect in this. We are all learning and in uncharted territory this fall.

And while we know that every child will require supervision, reminders, and encouragement, there are certain things which will not be allowed or tolerated. These expectations are outlined below.

## **Student Acknowledgement**

It is important that every student understands the handbook and their responsibilities, and is encouraged by their parents and guardians to follow the rules and policies set forth in this handbook. Each student's parents and guardians are expected to explain the rules herein, and reinforce them with their child. Each student and parent are required to sign the consent form and return it to MSGA before their first day of Educare attendance.

## **Student Dress Code**

Students should wear appropriate and comfortable clothing for the school day. Tennis shoes are recommended, however during recess and P.E. rotations they will take their shoes and socks off while on the mats and equipment.

## **Network Policies District / School Hot Spots**

Some school and districts may provide children with designated wifi hotspots they are supposed to use. These have been programmed to limit your students access to certain websites or other network functions. If your school provides a hot spot, your child will be required to use it unless MSGA is given written permission from their school or district to use other forms of internet connectivity.

## **MSGA Network Policies**

- Use of the MSGA network in such a way that it disrupts the use of the network is prohibited
- Students must always follow any monitor, facilitator, or teacher guidelines and instructions on appropriate use of the network.
- Cyberbullying of any form will not be tolerated.
- Off-task behaviors are not allowed
- Accessing inappropriate content is strictly prohibited

## **Internet Acceptable Use**

Students should only access course related materials for educational purposes. Violating the privacy of other students or people using the internet will not be tolerated. If a student knowingly breaks this policy, they will not be allowed to rejoin Educare.

## **Disclaimer of Connection Responsibility**

MSGA makes no warranties of any kind for the provided internet access. Further, MSGA is not responsible if your child is unable to connect to or utilize our network for including but not limited to any of the following: service provider interruption; device incompatibility; school provided device malfunction; device function or power issues; inclement weather or power outages; application or device troubleshooting; any other cause outside of our control. Refunds will not be issued simply because your student was unable to connect to the internet.

## **Bring Your Own Device Policy**

Students are required to bring their own device to connect to and successfully complete their virtual or e-learning programs. These devices may be personal ones, or they may be provided by the students school or district. Students must assume all responsibility for their devices. MSGA is not responsible for the security of any device. Students must power off or put away any unnecessary devices if told to do so by a pod facilitator.

Students must ensure that their devices do not disrupt the learning of others, violate anyones privacy, or be involved in any inappropriate conduct.

## **Disclaimer of Content Accessibility**

While MSGA will make every reasonable effort to preclude access to the parts of the internet that are inappropriate for our students, it is not possible to perfectly prevent such access when a device has internet connection. Indeed, inappropriate content can be brought in on a digital device manually with no internet connection involved.

In an effort to keep a safe and healthy environment for all our students, MSGA reserves the right to remove a student from the program should their actions on any device violate the Educare Handbook or be used to access or distribute inappropriate content.

Our responsibility at Educare is to cooperatively work with parents, educators, and care givers to teach healthy habits, reinforce our content policies, and supervise students as well as reasonably possible in a classroom setting.

## **Technology Maintenance and Responsibility**

Students are responsible for the care of all supplies and technology that they bring to Educare. MSGA is not responsible for any damages to devices, including loss of data.

#### Printing and Other Office Supply Needs

All students are required to provide their own print copies of any documents that they can't view or work on digitally. MSGA offers black and white printing for students at a cost of 0.25¢ per page, single sided. Students must provide all of their own office supplies such as pens, pencils, erasers, markers, or any other supplies they may need for their assignments and studies.

## What MSGA Provides

MSGA will provide the following resources to your student each day. Some may be individual, however some will necessarily be shared between the students in the classroom.

### Technology

- A double power outlet for your student
- Wifi access for their group to share
- Reasonable printer access and use

### Information and Details

- All class schedules, e-learning details, log in information, usernames, passwords, websites, portal details, app details, or any other information needed to ensure your child is able to log on to all their virtual learning classes, meetings, assignments, and homework.
- Contact information for all teachers, tutors, specialists, administrators, or other third party individuals who we may need to communicate with if problems arise, if we have questions about your child's assignments, or for any other reason to ensure your child's success.

### School Supplies

- Reusable tools such as hole punch and staplers.

### Other Items

- Our water bottle refilling station
- Their MSGA Educare Folder and all paperwork, documents, or forms that need to be returned to MSGA

### MSGA Health Items

- Hand sanitizer for each pod and throughout facility

# What You Bring to Educare

Students are expected to bring the following with them each day to Educare:

## Technology

- A device suitable for connection and use with their virtual and e-learning classes (if your school requires a specific device, electronics, or accessories, you must provide them).
- A good pair of headphones - noise canceling headphones are highly recommended
- All cords, chargers, and / or adapters needed to connect and charge their devices
- A surge protector if you desire one
- A school provided wifi device or hot spot if it was given to you

## Information and Details

- All class schedules, e-learning details, log in information, usernames, passwords, websites, apps, or any other information needed to ensure your child is able to log on to and complete all their virtual learning
- Contact information for all teachers, tutors, specialists, administrators, or other third party individuals who we may need to communicate with if problems arise, if we have questions, or to ensure your child's academic success.

## School Supplies

- Paper, notebooks, or any other writing surfaces they may need
- Pens, pencils, markers, highlighters, or any other writing instrument they need
- Any special supplies required for specific assignments, such as poster board, tape, glue, etc.
- Any textbooks, books, or reading material needed for their assignments
- Any organizational supplies they may need, such as binders, sticky notes, dividers, etc.

## Other Items

- A water bottle or any drinks they might want
- A lunch, and any other snacks they might want
- Any medications they may have (a MSGA medical dosage form is required for each medication)
- Their MSGA Educare Folder and all paperwork, documents, or forms that need to be returned to MSGA

## Health Items

- A facemask
- Feminine hygiene products if applicable

# **Administrative Policies**

## **Billing**

Families must keep a credit or debit card on file to be enrolled in Educare, and by signing this document you consent to auto-billing of that card for your Educare tuition and related Educare charges

## **Cancellations**

All money paid towards Educare (tuition) is non-refundable when the first day of attendance is 14 days away or sooner. If you cancel a reserved week of Educare in writing more than 14 calendar days prior the start of that week, you will not be charged for that particular week.

## **Covid-related Cancellations / Quarantines**

In order to abide by the MSGA Health Handbook, students may be prevented from attending Educare for a period of time due to various Covid-19 related risk factors or exposure. Please consult the latest MSGA Health Handbook for a complete description of these circumstances.

MSGA does not offer refunds due to covid-related cancellations or mandatory quarantines, except for the following exceptions:

If MSGA is forced to close due to mandatory lockdown or due to any potential exposure. MSGA will then provide options to the parents with respect to how their tuition is treated.

## **Lost Items and Security**

MSGA is not responsible for any items brought into or left at the facility at any time. We do have a lost and found on site, which we periodically empty and donate what we can. Students will be responsible for keeping up with their personal belongings, with reminders and reinforcement from MSGA

# Parent / Student Acknowledgement and Consent Form

The form must be signed and returned to MSGA within 3 days of enrollment, or PRIOR TO your students first day of Educare, whichever comes first.

<input type="checkbox"/> I Agree	Release of Information: I give MSGA permission to contact my child’s school if it is necessary for the completion or success of my child’s academic program, and MSGA is unable to contact me. (Page 4)
<input type="checkbox"/> I Agree	Acceptable Use and Network Policies: I accept and agree with the MSGA acceptable use and network policies. I understand and agree that by giving my child an internet connected device, the ultimate responsibility for what my child has access to on the internet is my own. (Pages 5-6)
<input type="checkbox"/> I Agree	Bring Your Own Device Policy: I give my child permission to use his or her internet enabled device(s) for instructional use in their e-learning or virtual classes, while at MSGA and under MSGA’s care. I understand and agree the MSGA is not responsible for the loss or damage (physical or data), nor the content of this device. (Page 6)
<input type="checkbox"/> I Agree	Covid-19 Risk and Release: I understand that despite any and all reasonable precautions and policies, it is impossible to completely prevent the spread of communicable diseases (including Covid-19) in a public environment, such as attendance to MSGA. I understand and accept that risk for my child. (page 3)
<input type="checkbox"/> I Agree	MSGA Health Handbook Commitment: My household agrees to abide by the health standards and protocols as outlined in the Birons Health Handbook. I understand that I can receive the most up to date version of this document at _____
<input type="checkbox"/> I Agree	Waiver and Release: I have received a copy of the MSGA Waiver and Release, and fully agree to its terms and accept its policies and conditions.
<input type="checkbox"/> I Agree	No Refund Policy: I understand that operating a program as unique and procedure intensive as Educare is extremely difficult for MSGA. I agree and understand that all deposits paid are non-refundable for any reason. I understand that if I cancel my child’s registration via writing later than 12:01AM 7 days prior to a session of Educare, that week’s tuition is non-refundable for any reason. (Page 9)
<input type="checkbox"/> I Agree	Auto Debit Agreement: I understand and agree that my credit or debit card must be kept on file for Educare, and I give MSGA permission to auto-bill my child’s Educare tuition on a weekly basis, 7 calendars days prior to each respective week of enrollment. (page 9)
<input type="checkbox"/> I Agree	Covid-19 Quarantine Policy: I agree and understand that should my child be required to quarantine away from Educare for any reason outlined in the MSGA Health Handbook or the Educare Handbook, I will not receive a refund of my deposits for those weeks. (page 9)

Student Name (Printed): \_\_\_\_\_ D.O.B \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_