



# SCHOOL DAY LEARNING CENTER GUIDE

**GREAT FUTURES START **HERE.****



**WALTHAM  
BOYS & GIRLS CLUB**

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**Welcome Back!**

We are so happy to be opening our doors to youth again. This guide will inform families what they need to know about the Club reopening. Any additional questions please contact Aubree Cecil at [acecil@walthambgc.org](mailto:acecil@walthambgc.org)



# SCHOOL DAY LEARNING CENTER GUIDE KEY FACTS

- The School Day Learning Center is a 4 day/week school day program for Grades 3-12.
- The focus of the program will be to provide technical assistance for students to connect with their teachers virtually, academic support for independent learning, social and emotional support, and physical activity breaks.
- Breakfast, lunch, snacks, and a take-home dinner will also be provided.
- Students who register will be assigned to small-cohorts where they will be provided a designated desk that will remain their work station every day. Staff will be assigned to specific cohorts as well.
- Both students and staff will remain with their cohorts in order to eliminate any unnecessary interactions between groups. This approach is intended to limit exposure.
- At this time, we will not be able to provide after-school childcare.
- Cost of the program is \$165/week for grades 3-8. Childcare Vouchers are accepted. Cost should not be prohibitive, scholarships are available.

## Key Facts:

### School Day Hours

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HS 7:30am-2:00pm

MS 8:00am-2:30pm

ES 8:30am-3:00pm

**Days:** Open Tuesday-Friday for students (Full time Registration only)

**Times:** Students may arrive no more than 30 minutes prior to start of day and **MUST** depart no more than 30 minutes after end of school day

**Grades:** 3rd-12th Grade Waltham School Students



# SCHOOL DAY LEARNING CENTER GUIDE SAFETY FIRST

- Our plan for reopening was submitted and approved by the Massachusetts Department of Early Education and Care. This plan includes everything from operations and staffing to cleaning, monitoring, and response.
- Staff have been trained in new health and safety protocols to ensure everything is implemented safely and effectively.
- New hygiene and health practices have been put in place, including physical distancing, adult use of face masks and gloves (when appropriate), youth use of face masks and daily health assessments.
- Programs have Personal Protective Equipment (PPE) like masks and gloves on-hand, as well as cleaning, disinfecting, and sanitizing supplies.
- Hand washing will continue to be an important part of daily routines. If a sink with soap and water is not available, staff will provide hand sanitizer with at least 60%+ alcohol and supervise use.
- Physical Distancing requirements will be in place including individual desk areas for each student, proper spacing between students, barrier as needed, and limiting group sizes and interaction to reduce the risk of exposure.
- Daily Health Assessments including a temperature check and health screening questions will be completed by students and staff via Test Alert App.



## Small Class Sizes

1:13 Ratio Staff to student

Most classrooms will only have 8-12 students  
Elementary, Middle and High school all separated from each other



## Test Alert Health Screening App

Test Alert System

You can scan the code via QR reader or go directly to their website to complete daily- check out <https://app.testalerts.com/> for more information



# LEARNING CENTER GUIDE

## SAFETY FIRST

- The Waltham Boys & Girls Club will follow guidance provided by the Waltham Board of Health, Massachusetts State Government and Boys & Girls Club of America:
- We will prohibit any person except the following from accessing the facility: staff; youth enrolled; and other persons with legal authority to enter, including law enforcement officers, and Department of Children & Families staff
- Before allowing entry into the building, all individuals will be screened including taking the temperature of each person upon arrival at the operation each day, and we will deny entry to any person who meets any of the following criteria:
  - A temperature of 100.4°F or above
  - Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, or low-grade fever
  - In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19, is under investigation for COVID-19, or is ill with a respiratory illness
  - Has traveled within the past 14 days to a state designated as having significant spread of COVID-19
- Staff will maintain a log of temperatures taken each day as well as absences due to illnesses.

### More Safety Info

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If you have a more specific concern about your child attending please contact a Club Manager.

### Exposure to Covid-19

You will be informed of any exposure of your child to COVID-19. The Board of Health and EEC will be notified. Proper actions in terms of quarantining, testing, cleaning and tracking will be taken.



# DROP OFF & PICK UP

- All drop off and pick up will be done curbside.
- Drop off and pick up times will be strictly enforced to ensure social distancing protocols.
- All parents/guardians must complete a health check assessment via Test Alert before bringing your child to the club.
- Drivers pull up to designated spaces along Exchange Street which will be marked with signage. Please do not get out of your vehicle.
- A WBGC staff member will walk to your vehicle to confirm health screening before child is permitted into the program.
- If your child is walking, parents/guardians must complete the health assessment prior to arrival. Children will arrive and wait on the sidewalk on designated spots for health screening prior to entering the program.
- Please pick up during designated times. Drivers will wait in designated areas and a staff member will escort your child to you. If you need to pick up your child ahead of scheduled time please call ahead.
- Parents will not be permitted to enter the building.
- Safety protocols need to be followed and failure to comply can result in dismissal of the child from the program.



## **Elementary Students:**

*Drop off 8:00 am – 8:30 am*

*Pick up 3:00 pm – 3:30 pm*

## **Middle School Students:**

*Arrive 7:30 am – 8:00 am*

*Depart 2:30 pm – 3:00 pm*

## **High School Students:**

*Arrive 7:00am – 7:30am*

*Depart 2:00pm–2:30pm*



*No parents or visitors will be allowed into the building to pick up.*

*Any early pickups or late drop offs will need to be planned by calling ahead.*

**NO EARLY DROP OFFS  
OR LATE PICK UPS**



# ATTENDANCE

Daily attendance at the Waltham Boys & Girls Club (WBGC) is essential for student success and academic achievement.

All registered students are expected to arrive on time during their assigned drop-off block. If a student is going to be absent, a parent/guardian must call the WBGC program.

If an absence is related to COVID-19, including symptoms or potential exposure, it must be reported to the WBGC.

If a student has not arrived during their designated drop off-time, a call will be made by WBGC staff home, and the student will receive an unexcused absence.

Attendance will be monitored as spaces are limited. If a student has more than two unexcused absences in a span of five days, a WBGC management team member will reach out to discuss a solution to improve attendance. If unexcused absences continue, the student's spot will be forfeited.

To report an absence, please call 781-893-6620.



## OTHER INFORMATION

### MEALS

Breakfast, Lunch, and an afternoon snack will be provided at the Club  
If bringing your own meals, please note there is no refrigeration or microwaves available for student use

We are a nut free facility so please NO NUTS

A To Go Dinner will be provided daily for students to bring home

Menus will be provided



### WHAT TO BRING

2 Masks daily  
Chromebook and charger  
Essential school items  
Water bottle



Personal hand sanitizer and disinfectant wipes (recommended)

No other personal items