

TOWN OF ARLINGTON

RECREATION STAFF
Joseph Connelly, Recreation Director
Zachary Vailllette, Program Supervisor



Recreation Department

PARK COMMISSIONERS
Shirley Canniff
Sarah Carrier
Leslie Mayer, Chair
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Jen Rothenberg
Scott Walker

KID CARE CENTER FOR REMOTE LEARNING WELCOME LETTER

Kid Care Families,

Welcome to the Kid Care Center for Remote Learning Program! My name is Erika Roberts, and I am the Program Director. I have been with the Kid Care Afterschool program for 9 years and have worked for the Recreation Department for 14 years. Kellie Devine, the Assistant Director of the Program, has been a part of the Kid Care Afterschool Program for 4 years. This past summer, Kellie and I both worked at the Summer on Summer Street Program, where we saw many familiar faces and had the opportunity to work under the new COVID-19 guidelines.

This program is going to be located at Arlington Town Hall, 730 Massachusetts Avenue and is scheduled to begin the week of November 9th (*this is a change from the original date of 11/5*). We will operate primarily out of the Town Hall Auditorium. We'll also have access to the Robbins Memorial Gardens and the Whittemore Robbins Playground. You can access our space from the side doors on the Robbins Memorial Gardens side of the building.

Please note that currently we anticipate an average of 10 students attending the program daily with a 5:1 child to teacher ratio. If our numbers go above 10 students per day we will then separate the group into two different cohorts.

DROP-OFF: Robbins Library Parking Lot

When arriving at Robbins Library, parents should park in the lot located near the small playground. Each day, parents will then need to walk their child into Town Hall. Please follow the brick path to the entrance located in the middle of the building. The path and entrance to the program will be marked with lawn signs and arrows.

Prior to arriving to the program each morning, parents/guardians are **REQUIRED** to complete the **Kid Care Remote Learning Daily Health Screening Questions**. This online form must be completed DAILY for each individual participant. The link to this Google Form will be sent to all registered participants. At this time, a staff member will also confirm if the REQUIRED Kid Care Remote Learning Daily Health Screening Questions completed on their behalf on that specific day. Children must be signed in by the individual dropping off and temperatures will be taken daily.

LINK:

<https://forms.gle/tDgGMCMKiLYaPGeYA>

We encourage that parents/guardians save this link as a note on their phone or download the Google Form App for easy accessibility. A Kid Care staff member will be present at the check in station to help you complete these forms, if you forget on a specific morning or are unable to access the online form.

After Drop off, your child will join their cohort. At this time, your child will set up their work space. All work spaces will be set up 6 feet apart from each other, with access to power and baskets to keep students belonging together. Students must wear a face covering the duration of the program. Mask breaks can be taken throughout the day and these will be coordinated with your child's cohort lead teacher. This work space will be their designated work space for the duration

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of the program. Once the school day has begun, there will be Kid Care staff helping to keep the students on task and they will be available to help with assignments as needed. Kid Care Center for Remote Learning follows your student's schedule. Snack, lunch, recess and mask breaks will take place as scheduled by the schools.

What should my child bring?

Each day we ask that your child is sent to the program with the following:

- Laptop/Chromebook
- Charging cord
- Headphones
- Student schedule/assignments
- All necessary log in information
- Peanut free snacks and lunch
- Water bottle
- Mask/face covering
- Suitable outdoor clothing

During scheduled break times, Kid Care Staff members will run activities to keep the children active and engaged. Around 2:30 pm, the students will make their way back to their cohort to clean up their work spaces and pack their bags for pick up.

PICK-UP: Robbins Library Parking Lot

Participants will only be released with adults that have been listed on the participants authorized pick up form. To assure the safety of your child, **A PHOTO ID WILL BE REQUIRED AT PICK UP** until Kid Care Remote Learning staff can positively identify that the individual picking up has done so before and is on the participants authorized pick up list. These procedures are to guarantee the safety of your child. If someone other than the parent/guardian is picking up, an email, text message or written note must be submitted to the Program Director ahead of time. When arriving at Robbins Library, parents should park and then make their way to the pick-up area. This is the same area/door that will be used for drop off. When approaching the pick-up area, space will be marked to enforce social distancing. The parent/guardian will then sign their child out.

Absences

If your child will not be attending the Arlington Recreation Kid Care Remote Learning program for any reason, please notify us at 413-370-2476 or kidcareafterschool@gmail.com.

Contact Information

Erika Roberts, Program Director
eroberts@town.arlington.ma.us
413-370-2476

Kellie Devine, Assistant Director
kdevine@town.arlington.ma.us
413-370-2476

Information Forms

Attached with this letter, is the registration packet. All REQUIRED Forms attached here must be completed and submitted to Arlington Recreation by November 5th. Please email all forms to eroberts@town.arlington.ma.us. Hard copies can also be dropped off at the Recreation office M-F between 8:00am – 4:00pm. If you have any questions before the start of the program, please feel free to reach out.

We look forward to seeing everyone soon,
Erika Roberts & Kellie Devine