



Afternoon Explorations- Fall 2020

Family Handbook

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Contents

Overview.....	2
Typical Schedule	2
Sign In/Out Policy	3
Preparing for Class.....	3
Backpack Checklist:	3
Snacks	4
Communication	4
Photos and Media Release	4
General Safety and Supervision.....	4
Emergency Preparedness	4
Emotional Safety and Behavior Management.....	5
6 Steps of Conflict Resolution:	5
Mandated Reporting	5
Grievance Policy	5
Non-discrimination Policy	5
Medical Information & Signature Page.....	6

Overview

At PDSC, our mission is to spark a lifelong curiosity for science through interactive exploration. Our enrichment classes are designed to introduce young scientist to new topics, while also providing flexibility to pursue their own interests. Classes are active and combine outdoor and indoor explorations. Due to COVID-19, groups will be limited to 10 persons and 6’ physical distancing will be respected as much as possible. Children and staff are required to wear masks during camp and participate in regular handwashing and temperature checks at the start of each day.

Typical Schedule

- 3:15 – Drop Off, temperature check and handwashing
- 3:30 – Welcome Activity, Game
- 3:40 – Introduce Lesson
- 4:00 – Experiment, Build
 - Handwashing & Light Snack
- 4:30 – Share out
- 5:00 – Clean up & Pick up



Sign In/Out Policy

PDSC Afternoon Explorations are from 3:30p-5:00p on the assigned days. To minimize contact between families, we're extending our pick up and drop off windows 15 minutes on each side (drop off: 3:15-3:30, pick up 5:00-5:15).

All participants must be signed-in and out each day. If someone other than the child's parent or guardian will be picking up your child, an ID will be required.

In the event that a caregiver is not present by the end of class, the child will be taken to an area supervised by staff. During this time the staff will: contact the family by telephone and/or contact alternate caregivers. If contact cannot be made within 30 minutes of the conclusion of the program, the police nonemergency number will be called.

Preparing for Class

Students and staff will be screened for respiratory illness and fever each day before class. Temperatures will be taken with a no-touch thermometer. **If you can answer "YES" to any of these questions, do not come to PDSC.** Instead, let your instructor know the student will be unable to attend.

1. Has the child been in close contact with a confirmed case of COVID-19?
2. Is the child experiencing a cough, shortness of breath, or sore throat?
3. Has the child had a fever in the last 48 hours?
4. Has the child had a new loss of taste or smell?
5. Has the child had vomiting or diarrhea in the last 24 hours?
6. Does the child have a temperature of 100.4 degrees Fahrenheit or more?

Backpack Checklist:

- Bag or backpack to keep personal belongings
- Refillable water bottle
- Comfy clothes you can move around in and don't mind getting wet or dirty
- Comfy shoes for exploring outdoors.
- Sun and bug protection as needed: hat, spray, long sleeve shifts and pants
- Face mask

Snacks

PDSC provides children with a daily snack. Examples of snack items served: Fresh fruit and vegetables, popcorn, cheeses, pretzels, crackers, yogurt, popsicles...

Please do not send any snacks with your child unless prearranged with the instructor.

Please alert staff if your child has any food allergies or dietary restrictions.

Communication

Arrival and departure times are great opportunities to exchange quick information between caregivers and PDSC staff. Notes and occasional phone calls are also an easy way to communicate.

If you need to reach your student during class, please call PDSC at: **509-332-6869**

Photos and Media Release

PDSC staff and volunteers will periodically take photos and videos of students and their work to share with caregivers, on social media and on the PDSC website. Children's names and other identifiable information will never be published along with their photo. If you wish to opt out of consent to media release, please indicate your choice on the signature page.

General Safety and Supervision

PDSC classes are made up of a max 10 children and one dedicated staff. Another staff member will remain on-site during class for assistance as needed.

A cell phone, student roster, emergency contact information, first aid kit, and a staff member with current first aid/CPR training will be with the group at all times. An adult will never be alone with your child. Volunteers are always under the supervision of PDSC staff. No child, or group of children, is ever left alone with a volunteer.

*A criminal background check is required of all staff, volunteers and interns. PDSC is compliant with state, county, and federal laws prohibiting the consumption of alcoholic beverages, cannabis, illegal drugs, or misused prescription drugs in our classrooms and public spaces. We also do not allow anyone--including all staff, volunteers, or family members--on the premises who are under the influence of alcoholic beverages, cannabis, illegal drugs, or misused prescription drugs while children are in care. Our program promotes independent learning but staff always monitor students by sight and sound.

Emergency Preparedness

PDSC has the following procedures in place at all times in preparation for an emergency:

Fully stocked first aid kits, class rosters and staff with First Aid and CPR certification are always present with students.

Due to the active nature of children and our program, minor injuries, bumps and bruises will occur. In the event of a minor injury, the child will be treated with first aid by PDSC. An Incident Report Form will be completed and parents/guardians will be notified at the end of class. The severity of the injury or incident will dictate whether or not the parent or guardian will receive an immediate phone call or if additional medical services are needed. In the event of an emergency, teachers will assess the situation and, if warranted, call 911. Staff will

respond as necessary until emergency help arrives. Parents and guardians will be contacted as soon as possible. In the event that we are unable to reach the child’s parent or guardian, we will contact the individual(s) designated as emergency contacts for the child.

Emotional Safety and Behavior Management

All children are expected to follow the expectations of PDSC, staff will review all expectations thoroughly on the first day and answers any questions students may have.

Emotional and physical safety is a core value of PDSC. We create emotionally safe environments for every child that are caring, supportive and healthy. We do this by creating clear expectations for how we treat each other, giving reasons that children understand and holding children accountable for meeting those expectations. Discipline is focused on seeing the good in all children and helping students navigate difficult situations rather than punishing certain behaviors. We teach respect, hold students accountable and put behavior in the context of a child’s relationship to others.

As a last resort, staff reserve the right to suspend and/or dismiss a youth for inappropriate, disruptive, or dangerous behavior during (i.e. abusive language or actions).

6 Steps of Conflict Resolution:

STEP 1: COOL OFF (Breathe, take some time to deescalate)

STEP 2: SHARE, LISTEN, CHECK (Share the issue, check for understanding)

STEP 3: TAKE RESPONSIBILITY (“Is there anything you could have done differently?”)

STEP 4: Brainstorm Solutions

STEP 5: CHOOSE A SOLUTION

Step 6: Affirm, Forgive, or Thank (and check- in later)



Mandated Reporting

Washington State Law (WAC 388-150-480) requires childcare professionals to report any or all suspected cases of child abuse, neglect or exploitation to Child Protective Services or to a local law enforcement agency immediately.

Grievance Policy

If you have any concerns that you don’t feel are adequately addressed by staff, please contact director Meri Joswiak, director@palousescience.org.

Non-discrimination Policy

Palouse Discovery Science Center welcomes all children and families and does not discriminate on the basis of sex, gender identity, religion, race, color, physical or developmental ability or ethnic origin in the recruitment or acceptance of students, volunteers and staff.

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Medical Information & Signature Page

Child's Name: _____ Nickname: _____

Gender: _____ Date of Birth: _____

Parent/Guardian #1

Name/Relationship to Child: _____

Phone: _____

Mailing Address: _____ City/State: _____

Parent/Guardian #2

Name/Relationship to Child: _____

Phone: _____

Emergency Contact (must be someone other than the caregivers above):

Name/Relationship to Child: _____

Phone: _____

Doctor: _____ Phone: _____

Preferred Hospital: _____ Insurance Company: _____

Please list anyone other than the people listed above able to pick up your child:

A photo ID must be presented to staff at the time of pick-up.

ACKNOWLEDGEMENT OF THE RISK OF INJURY:

- Through my child's participation in this program, I recognize that there are certain risks of physical injury and I agree to assume the full risk of any injuries, including death, damages or loss, which my child may sustain as a result of participating in any and all activities connected with or associated with said program.

RELEASE FROM LIABILITY:

- I do hereby fully release and discharge Palouse Discovery Science Center, and its officers, directors, agents, and employees, from any and all claims from injuries, including death, damages and losses sustained by and arising out of, connected with, or in any way associated with the activities of this program, or my child's participation in the program.
- I authorize those persons listed to sign my child in and out of class each day.
- I have read, understand, and agree to the policies and rules of Palouse Discovery Science Center Afternoon Explorations.
- I hereby give my permission for the PDSC staff to seek emergency medical treatment in the event I am unavailable. I accept financial responsibility for any medical emergency treatment given to my child.

PHOTO AND MEDIA RELEASE

- I have read and agree to the photo and media release.
 - OR- I opt out of the photo and media release. I do not want my child photographed.

Name of Parent/Guardian (please print): _____

Signature of Parent/Guardian & Date: _____