



**City of Capitola Recreation Department**  
**Out-of-School-Time**  
**Drop-Off / Pick-Up Agreement**

This form outlines the requirements for dropping off and picking up your child/participant from Out-of-School Time (OST) program. OST runs from 8:00 a.m. to 6:00 p.m. Please be on time when dropping off and picking up your child. If you have a specific concern, please call us 831-475-5935.

First Day Check In

- Check In will begin at 8:00am. Early drop off will not be accepted.
- Each Site Leader will be stationed to receive each participant and perform the Health Screening upon arrival. Parents or designated person will line up, maintaining 6ft distance, to complete their check in.
- If the line is very long, parents or designate person is recommended to remain in their car with the participants until a shorter line.
- Once the health screening is complete and the participant is checked in, good-byes will be said at the table and participant will join their assigned group. Parents will not be able to mingle about the participant groups.
- Ideally, the same parent or designated person should drop off and pick up the child every day.
- No pen should be shared.
- Please allow for this first day drop off to take extra time.

Check In for remaining days of the session

- Check in will begin at 8:00 am. Early drop off will not be accepted.
- Each Site Leader will be stationed to receive each participant and perform the Health Screening upon arrival. **Parents or designated person will perform a drop off check in from their car.**
- The driver will pull the car into the coned off section of the parking lot and place the car in park. The participants will get out of the car and greet the OST Site Leader for the Health Screening. Once the participant is cleared to join their group, the driver will pull away.
- Parents or designated person will be expected to answer any health screening questions from the car.

Check Out

- Check out will begin at 5:00pm and continue until 6:00pm. **Late pick up will be charged a \$1 per minute fee.**
- A coned off section of the parking lot will be set up for the parent or designated person to complete a curbside check out.
- The OST Site Leader will be stationed to learn the name of the participant being picked up. The list of approved check out names will be referenced, and official identification checked. Please have your ID ready.
- The participant will be dismissed from the group to join their ride.
- Early check out will need to make special arrangement with the OST Coordinator by calling the Community Center.

## Health Screening Upon Arrival

- Staff and parents will be required to respond to the following questionnaire daily upon intake.
  - Do you or your child live with, or have you had close contact with anyone with:
    - a prolonged cough?
    - fever or cold or flu-like symptoms?
    - anyone who has been diagnosed with COVID-19 within the last 14 days?
    - diarrhea or vomiting within the past 24 hours?
  - Do you or your child have a fever, cough and/or shortness of breath?
    - For children, fever is 100.4 degrees for forehead and ear thermometer, 99 degrees or higher with an armpit thermometer, or 99.5 with an oral thermometer.
  - Staff will make a visual inspection of the child for signs of infection, which could include flushed cheeks, fatigue, extreme fussiness, etc.
  - Staff will conduct temperature screening using the protocol provided below.
  - Staff will record any symptoms in the daily health log.

Persons who have a fever or other signs of illness will not be admitted to the OST site. A child can return to the program after they have been symptom and fever free for 72 hours (without the use of medicine) AND wait a full 10 days since onset of symptoms. Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.

### **Please read the following statement:**

I have been informed of the Out-of-School Time (OST) program hours and understand that it is my responsibility to drop off and pick up, or arrange drop off and pick up, of my child/participant, on time. In consideration of my child/participant's participation in the OST program, I agree to indemnify, hold harmless, and release the Capitola Recreation Division, the City of Capitola, and all Capitola City staff and their agents from any and all liability for any injury or loss which may be suffered by the registered participant in the event that I arrive late to pick up the participant or if the participant does not follow the drop-off / pick-up agreement as outlined above. I understand that my failure to comply with the drop-off / pick-up agreement may result in removal of my child/participant from the program.